

# Release Notes – CPS1

This note gives details of the CPS1 v9.0 release.

Release date: March 2013.

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## Real Time Information

This release contains details of the additional data items required for the operation of PAYE in real time, the HMRC programme referred to more generally as RTI. Most of these items relate to unusual cases or are optional items. **PLEASE NOTE: - although this is a mandatory change for all employers you must register with Ceridian if you require us to operate RTI on your behalf, you do have other options. If you have not registered, or are not sure, please contact your support desk as soon as possible, we cannot automatically assume that you wish us to operate RTI for you.**

More information can be found at <http://www.ceridian.co.uk/rti>

## New Type of DEO

A new type of Deductions from Earnings Order is introduced as type 'DN', if one of these is issued it must be operated in isolation ie all other DEOs will cease. Otherwise things continue as normal. More information can be found on the Department for Work and Pensions website <http://www.dwp.gov.uk>

## Resolved Issues

We no longer provide an exhaustive list of resolved issues; if you wish to check on the status of a reported issue please contact the support desk who will be happy to assist.

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# HMRC Real Time Information Amendments

## 1. Special Parameters

This option indicates to the system whether you are using Ceridian to operate your RTI requirements. You must register for the service to allow this option to be set, or to function correctly. See screen shot below.

The screenshot shows the 'Special Parameters' configuration window in the Ceridian Payroll Solution 1 v9.0 software. The window is titled 'Parameters - 900796 - vidoushi'. It contains two columns of settings. The 'ELEX option' dropdown menu is highlighted with a red box, showing the following options: 'RTI', 'Non RTI Automatic release', 'Non RTI Manual release', and 'Not Used'. The 'RTI' option is currently selected. Other settings include 'Pay frequency' set to 'Monthly', 'Employee must be in database' checked, 'Maximum change allowed' set to '3000.00', and 'Flexible Processing in use' checked. At the bottom right, there are 'Save' and 'Close' buttons.

Parameter	Value
Pay frequency	Monthly
Employee must be in database	<input checked="" type="checkbox"/>
Mod11 check digit	<input type="checkbox"/>
Pensioner payroll	<input type="checkbox"/>
Decimal places for rates	2
Time in hours and minutes	<input type="checkbox"/>
Holiday accrual method	Fixed number of hours
Allowance for Holiday accrual method	
Holiday average method	Average hourly rate, subject to minimum
Negative net pay option	Negative Net Pay allowed
ELEX option	RTI
Maximum Costcode Length	
Absence module in use	
NI Calculation Method	Percentage
NI Contribution Letter Options	Contracted - In / Contracted - Out Any
Mariners National Insurance	<input type="checkbox"/>
Small Employers Relief	<input type="checkbox"/>
Date and Time Stamping	<input checked="" type="checkbox"/>
Credit Amendments	Allow
Old amount required	<input checked="" type="checkbox"/>
Maximum change allowed	3000.00
Flexible Credits from Payroll Adjustments	Allow
Disbursements	Allow
Electronic Payslips only	<input type="checkbox"/>
SMTP Server	
Weekly or Daily Parental pay?	<input checked="" type="radio"/> W <input type="radio"/> D
Flexible Processing in use	<input checked="" type="checkbox"/>
Pension Reform Staging Date	19/02/2013
HREvolution In Use	<input type="checkbox"/>
Maximum number of items per batch	999
Generate New Batches Each Time	<input type="checkbox"/>
Payroll Cut-off Days prior to Credit Date	<input type="checkbox"/>

## 2. New Employee Configuration

### Passport Number

A new optional data item 'Passport Number' has been added to the Base Details tab. (See New Payroll Setup section below for details). Please note the screen shot is for display purposes only – Forenames and Address are mandatory items for RTI even though they show as optional below. Other mandatory items are Gender and Date of Birth.

The screenshot shows the 'New Employee Configuration' window for employee 900796 - vidoushi. The 'Base Details' tab is selected, showing a grid of fields. The 'Passport Number' field is highlighted with a red box. All fields are currently set to 'Optional'.

Field	Value
Start Date	Optional
Payroll Frequency	Optional
Title	Optional
Forenames	Optional
Address (line 1)	Optional
Address (line 2)	Optional
Address (line 3)	Optional
Address (line 4)	Optional
Address (line 5)	Optional
Post Code	Optional
Country	Optional
Marital Status	Optional
Pay Method	Optional
Bank sort code	Optional
Bank account number	Optional
Building society ref. no.	Optional
Passport Number	Optional

Buttons: Save, Copy, Close

## Normal Hours Worked (Datacode E014)

Another field which is optional but only if an entry is made instead in Basic Hours or Basic Paying Hours. This has been added to the Payroll Details tab.

## Scheme Contracted-Out Number (SCON) (Datacode E008)

This item has been reintroduced but for a different purpose. If the employee is in a Contracted-Out Salary Related pension scheme (COSR; otherwise known as Defined Benefits) and therefore has an NI letter of D, E or L then the relevant SCON number must be entered.

**Note: This is a completely different field to the old COMP SCON (N008) which is now defunct.**

The screenshot shows the 'New Employee Configuration' window for employee '900796 - vidoushi'. The interface is divided into three tabs: 'Base Details', 'Payroll Details', and 'Allowances/Deductions/Rates/Data Codes'. The 'Payroll Details' tab is selected and contains the following fields:

Field Name	Field Type
Previous Employment Details	
Previous Earnings / Tax	Optional
Current Employment Details	
Tax Basis	Optional
Continue Student Loan	Optional
NI Contribution Letter	Optional
<b>SCON</b>	Optional
N.I. Number	Optional
Pay Group	Optional
Department	Optional
Cost Code	Optional
Category	Optional
Class	Optional
Basic Hours	Optional
<b>Normal Hours Worked</b>	Optional
Earnings to date	Optional
Tax to date	Optional
NI to date	
Employer contribution	Optional
Employee contribution	Optional
Gross Earnings (to LEL)	Optional
Gross Earnings (LEL to PT)	Optional
Gross Earnings (PT to UAP)	Optional
Gross Earnings (UAP to UEL)	Warning

At the bottom of the window, there are three buttons: 'Save', 'Copy', and 'Close'.

### 3. New Employee Setup

#### Passport Number (Datacode E012)

Passport Number is entirely optional; if a passport is one of the items checked to prove Right to Work in the UK HMRC have requested that the number is noted. There is no current need to maintain it once entered, ie there is no requirement to re-enter on expiration or renewal.

This item is also available within General Amendments although there is no requirement to enter data for existing employees.

**Ceridian Payroll Solution 1 v9.0**  
**CERIDIAN HR evolution PAYROLL** - 900796 - vidoushi  
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Header	Base Details	Payroll Details	Payroll Details (Cont.)	Extra Data
Employee Number	Start Date	Payroll Frequency	Title	Initials
Forenames	Surname	Address	Post Code	Country
Sex	Marital Status	Date of birth	Pay Method	Bank Sort Code
Bank Account Number	Building Soc. Ref.	Passport Number		

Employee: [Navigation] [New] [Save] [Delete] [Undo]

Batch	Description	No of Employees	Total earns TD	Total tax TD	Total basic	Date Added	Date Last Modified	Username	View Or
0003	Starter Jan 2013	0	£0.00	£0.00	£0.00	16/01/2013 1	16/01/2013 19:40	consultant	[ ]

Batch: [New] [Edit] [Close]

### Normal Hours Worked (Datacode E014)

This field is required for the successful operation of the Tax Credit system but an entry is only required if no values are entered against Basic Hours (E058) or Basic Paying Hours (E059). Where no entry is present for E014, E058 and E059 then the default value is D for Other.

Pension Payrolls would always report this value as D.

This is not the number of hours an employee has worked or is being paid for, but the normal contractual hours a worker would be assigned in a pay period. Generally the value would not fluctuate from period to period. The hours entered should be the period values relative to the pay frequency, ie for a monthly company enter the hours contracted for the month rather than a weekly equivalent. An entry of 0 hours will cause value 'D' to be derived.

Valid characters - A, B, C or D

Where:

*A = Up to 15.99 hours; B = 16-29.99 hours; C = 30 hours or more; D = Other*

For existing employees this field will be derived from current entries.

If the RTI option is set in Special Parameters other changes will be noted in the New Employee Setup screen.

In effect for RTI the P45 and P46 starter procedure is merged and this is reflected in the display and labelling of some of the fields. For new starters a declaration must be made (in effect the pre-RTI P46 list will apply) - see field labelled P46 Declaration in the figure below. Previous Employment details are still entered from the P45. This differs from pre-RTI operation where P45 and P46 details were mutually exclusive.

### Scheme Contracted-Out Number (SCON) (Datacode E008)

This item has been reintroduced but for a different purpose. If the employee is in a Contracted-Out Salary Related pension scheme (COSR; otherwise known as Defined Benefits) and therefore has an NI letter of D, E or L then the relevant SCON number must be entered.

**Note: This is a completely different field to the old COMP SCON (N008) which is now defunct.**

### Old Payroll ID (Datacode T176)

Only to be used when taking on transferred data from another payroll into the Ceridian Payroll System. It enables HMRC to be notified that the Payroll-ID held on their system is to be updated and informs HMRC of the identity of the former record for tracing purposes.

Header	Base Details	Payroll Details	Payroll Details (Cont.)	Extra Data					
<b>Previous Employment Details</b>									
Earnings / Tax	<input type="text"/> / <input type="text"/>	Current Tax Year ? <input checked="" type="checkbox"/>	Pay group	<input type="text"/>					
Pay Frequency / Period	<input type="text"/> / <input type="text"/>		Department	<input type="text"/>					
Date Left	<input type="text"/>		Cost Code	<input type="text"/>					
PAYE Reference	<input type="text"/>		Category	<input type="text"/>					
Tax Code / Basis	<input type="text"/> / <input type="text"/>	<input type="button" value="P46 Check"/>	Class	<input type="text"/>					
P46 declaration	<input type="text"/> C - Statement C	Expat ? <input type="checkbox"/>	Basic Hours/ Normal	<input type="text"/> <input type="text"/>					
EPM6 (Mod) Tax Scheme ?	<input type="text"/>		Earnings to date	<input type="text"/>					
EEA/Commonwealth?	<input type="text"/>		Tax to date	<input type="text"/>					
Release P46	<input type="text"/>		<b>NI to date:</b>						
<b>Current Employment Details</b>									
Tax Code / Basis	OT / 1 - Month 1 or Week	Employee Signed <input type="checkbox"/>	Employer contribution	<input type="text"/>					
Continue Student Loan	<input type="checkbox"/>		Employee contribution	<input type="text"/>					
NI contribution letter	<input type="text"/>		Gross Earnings (to LEL)	<input type="text"/>					
SCON Number	<input type="text"/>		Gross Earnings (LEL to PT)	<input type="text"/>					
NI Number	<input type="text"/>		Gross Earnings (PT to UAP)	<input type="text"/>					
			Gross Earnings (UAP to UEL)	<input type="text"/>					
			Old Payroll ID	<input type="text"/>					
Employee: <input type="text"/>									
<input type="button" value="New"/> <input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Undo"/>									
<b>Batch</b>	<b>Description</b>	<b>No of Employees</b>	<b>Total earns TD</b>	<b>Total tax TD</b>	<b>Total basic</b>	<b>Date Added</b>	<b>Date Last Modified</b>	<b>Username</b>	<b>View Or</b>
0003	Starter Jan 2013	0	£0.00	£0.00	£0.00	16/01/2013	16/01/2013 19:40	consultant	<input type="checkbox"/>
Batch: <input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="Close"/>									

#### 4. Absence Data Entry (ASPPB)

Where an ASPP Birth case comes into operation new fields have been introduced in order to let HMRC know the details of the mother or partner.

These can be found on the ASPP claim and are:

Mother's First Name (M781)

Mother's Second Name (M782)

Mother's Surname (M780)

Mother's NI number (M783)

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Absence - 900796 - vidoushi

Absence		Work Pattern		Calculated Values	
Employee	<input type="text"/>	Pay Group		N.I No.	Sex
Status		Date of leaving		Department	Cost Code
Absence Type	Additional Paternity Leave Birth				
Start Date	<input type="text"/>	End Date	<input type="text"/>		
Date Notified	<input type="text"/>	Schedule	<input type="text"/>	Notes	<input type="text"/>
Expected Childbirth Date	<input type="text"/>	Qualifying Week		Mother's First Name	<input type="text"/>
Actual Childbirth Date	<input type="text"/>			Mother's Second Name	<input type="text"/>
Start Paying Date	<input type="text"/>			Mother's Surname	<input type="text"/>
End Paying Date	<input type="text"/>			Mother's NI Number	<input type="text"/>
Weeks To Pay	<input type="text"/>			Mothers SMP Start Date	<input type="text"/>
Eligibility Indicator	<input type="text"/>			Mothers Return To Work Date	<input type="text"/>
Small Employers Relief	<input type="checkbox"/>			Mothers Date of Death	<input type="text"/>
Weekly Average Earnings Override	<input type="text"/>				

Calculate Save Undo

Start Date	Half Day	End Date	Half Day	Absence Type	Deleted
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New Edit Close



## 5. Absence Data Entry (ASPPA)

Where an ASPP Adoption case comes into operation new fields have been introduced in order to let HMRC know the details of the mother or partner.

These can be found on the ASPP claim and are:

Primary Adopter's First Name (M781)

Primary Adopter's Second Name (M782)

Primary Adopter's Surname (M780)

Primary Adopter's NI number (M783)

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Absence - 900796 - vidoushi

Absence		Work Pattern		Calculated Values	
Employee	<input type="text"/>	Pay Group		N.I No.	Sex
Status		Date of leaving		Department	Cost Code
Absence Type	Additional Paternity Leave Adoption				
Start Date	<input type="text"/>	End Date	<input type="text"/>		
Date Notified	<input type="text"/>	Schedule	<input type="text"/>	Notes	<input type="text"/>
Matching Certificate Date	<input type="text"/>				
Expected Placement Date	<input type="text"/>	Matching Week		Primary Adopter First Name	<input type="text"/>
Actual Placement Date	<input type="text"/>			Primary Adopter Second Name	<input type="text"/>
Start Paying Date	<input type="text"/>			Primary Adopter Surname	<input type="text"/>
End Paying Date	<input type="text"/>			Primary Adopter NI Number	<input type="text"/>
Weeks To Pay	<input type="text"/>			Primary Adopter SAP Start Date	<input type="text"/>
Eligibility Indicator	<input type="text"/>			Primary Adopter Return To Work Date	<input type="text"/>
Small Employers Relief	<input type="checkbox"/>			Primary Adopter Date of Death	<input type="text"/>
Weekly Average Earnings Override	<input type="text"/>				

Calculate Save Undo

Start Date	Half Day	End Date	Half Day	Absence Type	Deleted
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New Edit Close

## 6. Data Code Tree For RTI NON Pensioner Company

Data Code	Description	Amendment(s)
E004	Forenames	
E005	Cost Code	
E006	Surname	
E008	SCON	
E010	Marital Status	
E011	Previous Basic Pay	
E012	Passport Number	
E013	Irregular Pay Indicator	
E014	Normal Hours Worked	
E021	Address Line 1	
E022	Address Line 2	
E023	Address Line 3	

Data Code	Description	Amendment(s)
M765	ASPP (Adoption) Predetermined Payment	
M766	ASPP (Adoption) Predetermined Refund	
M768	ASPP (Adoption) Total Paid To Date	
M780	Mothers / Primary Adopters Surname	
M781	Mothers / Primary Adopters First name	
M782	Mothers / Primary Adopters Second name	
M783	Mothers / Primary Adopters NI Number	
+ National Insurance		
+ Pensions		

Data Code	Description	Amendment(s)
M751	ASPP (Birth) Positive Adjustment this Period	
M752	ASPP (Birth) Negative Adjustment this Period	
M755	ASPP (Birth) Predetermined Payment	
M756	ASPP (Birth) Predetermined Refund	
M758	ASPP (Birth) Total Paid To Date	
M780	Mothers / Primary Adopters Surname	
M781	Mothers / Primary Adopters First name	
M782	Mothers / Primary Adopters Second name	
M783	Mothers / Primary Adopters NI Number	
+ A.S.P.P. Adoption.		
+ Full List		

Data Code	Description	Amendment(s)
M766	ASPP (Adoption) Predetermined Refund	
M768	ASPP (Adoption) Total Paid To Date	
M780	Mothers / Primary Adopters Surname	
M781	Mothers / Primary Adopters First name	
M782	Mothers / Primary Adopters Second name	
M783	Mothers / Primary Adopters NI Number	
+ Full List		
+ National Insurance		
+ Pensions		

A new NI code is introduced.

Data Code	Description	Amendment(s)
	N398 - Earnings To Date UAP to UEL /Director	
	N403 - Trigger for Print of Gross Earnings History	
	N404 - Trigger for Print of NI History	
	N405 - Delete NI History for Letter Input	
	N998 - Niable Gross Pay To Date	
+ Pensions		
+ Rates		
+ S.S.P		
+ Tax and Tax Credits		

Some other new miscellaneous items will be found in the data code list:

#### Payment to non-individual (T170)

This detail is currently entirely optional. The marker is entered where the payroll payment subject to PAYE is not being paid to an individual. For example, a payment being made to a Trust for a deceased employee's estate or a firm of solicitors.

The marker is automatically cleared down each period and is required to be entered for each payment to a non-individual.

#### Trivial Commutation

There are two codes relating to the situation where a pension pot is considered 'trivial' enough to pay as a lump sum rather than as a periodic pension payment.

#### Type (T171)

When a pension scheme makes a once-off Trivial Commutation payment then the payroll must indicate to HMRC the type of commutation. The marker is automatically cleared down each period and is required to be entered for each trivial commutation payment.

Where:

*A – Trivial Commutation lump sums (TCLS)*

*B – Small pot lump sum payments from personal pension schemes*

*C - Small pot lump sum payments from occupational pension*

*Schemes*

#### Amount (T172)

When a pension scheme makes a once-off Trivial Commutation payment then the payroll must indicate to HM Revenue and Customs the commutation amount. The value is automatically zeroised each period and is required to be entered for each trivial commutation payment.

Maximum length 7 characters, cash value in PENCE. HMRC expect the value to be whole pounds expressed in pence.

T171 and T172 are always used in combination.

#### Taxable Benefits in Tax Year (T173)

To enable the correct calculation of entitlement to Universal Credits and to allow HMRC and the Department for Work and Pensions to verify payments with the BACS system, a new value is automatically populated with any pay elements identified as benefits taxed via payroll.

Equally Value of benefits taxed via payroll – year to date is automatically populated with the accumulation of relevant pay elements processed via Ceridian Payroll.

However, when taking on a new payroll or transferring details from one payroll to another, there is a requirement to also transfer the value of benefits taxed via payroll – year to date. Occasionally errors occur and employers may need to adjust this value to make corrections for prior period errors.

On Strike indicator (T174)

This item is currently entirely optional; when used it is entered for each period that an employee is involved in industrial action i.e. on strike. The marker is automatically cleared down each period and is therefore required to be entered for each pay period for which it applies.

Unpaid Absence (T175)

This detail is currently entirely optional; when used it is entered for each period in which an employee has a period of unpaid absence i.e. unpaid sick days, unpaid parental leave etc. The marker is automatically cleared down each period and is therefore required to be entered for each pay period in which there is any unpaid absence.

Old Payroll ID (T176)

See section 3 above

Data Code	Description	Amendment(s)
	T141 - P45 Total Tax to date positive adjustment	
	T142 - P45 Total Tax to date negative adjustment	
	T148 - P45 Total Tax to date replace value	
	T170 - Payment to non-individual	
	T171 - Trivial Commutation Payment Type	
	T172 - Trivial Commutation Payment	
	T173 - Taxable benefits in Tax Year	
	T174 - On Strike	
	T175 - Unpaid absence	
	T176 - Old Payroll Id	
	T201 - Additional Tax Amount This Time	

## 7. Data Code Tree For RTI Pensioner Company

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New datacodes E008, T174 and T175 not used for Pensioner companies

Data Code	Description	Amendment(s)
.....	E003 - Rank or Title	
.....	E004 - Forenames	
.....	E005 - Cost Code	
.....	E006 - Surname	
.....	E010 - Marital Status	
.....	E011 - Previous Basic Pay	
.....	E012 - Passport Number	
.....	E021 - Address Line 1	
.....	E022 - Address Line 2	
.....	E023 - Address Line 3	
.....	E024 - Address Line 4	
.....	E025 - Address Line 5	

Data Code	Description	Amendment(s)
.....	T141 - P45 Total Tax to date positive adjustment	
.....	T142 - P45 Total Tax to date negative adjustment	
.....	T148 - P45 Total Tax to date replace value	
.....	T170 - Payment to non-individual	
.....	T171 - Trivial Commutation Payment Type	
.....	T172 - Trivial Commutation Payment	
.....	T173 - Taxable benefits in Tax Year	
.....	T176 - Old Payroll Id	
.....	T201 - Additional Tax Amount This Time	
.....	T290 - Taxable Pay At Retirement	
.....	T291 - Delete Total Taxable Pay at Retirement	
.....	T300 - Employer PAYE Tax Reference	

**8. Data Code tree where Ceridian not providing RTI services ie ELEX options Not Used / NON RTI Automatic Release / NON RTI Manual Release – (NON Pensioner Company)**

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RTI specific datacodes not listed

Data Code	Description	Amendment(s)
Employee		
	E001 - Employee Status Marker	
	E002 - Initials	
	E003 - Rank or Title	
	E004 - Forenames	
	E005 - Cost Code	
	E006 - Surname	
	E008 - SCON	
	E010 - Marital Status	
	E011 - Previous Basic Pay	
	E012 - Passport Number	
	E021 - Address Line 1	

**9. Data Code tree where Ceridian not providing RTI services ie ELEX options Not Used / NON RTI Automatic Release / NON RTI Manual Release – (Pensioner Company)**

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RTI specific datacodes and new SCON number not listed

Data Code	Description	Amendment(s)
Employee		
	E001 - Employee Status Marker	
	E002 - Initials	
	E003 - Rank or Title	
	E004 - Forenames	
	E005 - Cost Code	
	E006 - Surname	
	E010 - Marital Status	
	E011 - Previous Basic Pay	
	E012 - Passport Number	
	E021 - Address Line 1	
	E022 - Address Line 2	

10. View Paybase ELEX Option RTI and NON Pensioner Payroll

Samples of Paybase screens with new options present

<b>Basic Details</b> Tax/ELEX Allowances Tax Credits Deductions Student Loan Pensions N.I. P.R.P. AEO's Xtra Data Rates Split Costings Holiday S.S.P. Parental Pay Create Note vi vidoushi	Address	Forenames	Pay Method	<b>First</b>	<b>Additional</b>
		Tax Free Pay	Bank Sort Code		<b>Transfer</b>
		Split Rate N.I. Letter	Bank Account No		
		Marital Status	Building Soc Ref		
	Post Code				
	Country				
	Passport Number				
	<b>To Date</b>	Earnings	Tax		
	<b>Previous Employment</b>	Earnings	Tax		
	<b>This Employment</b>	Earnings	Tax		

<b>Basic Details</b> Tax/ELEX Allowances Deductions Student Loan N.I. AEO's S.S.P. Parental Pay Create Note vi vidoushi	<b>Previous Employment Details</b>		<b>Expat Data</b>	
	Starter status	S	P46 Declaration Expat	
	Starter status (this period)		EEA / Commonwealth Citizen indicator	
	Previous employment tax district		EPM6 Modified Scheme indicator	
	Previous employment PAYE ref		<b>Pension Data</b>	
	Date left previous employment		Date pension started	
	Previous Employment Pay Frequency and Period	/	Total taxable pay at retirement	
	Tax code in previous employment		Total taxable pay this employment at retirement	
	Tax basis in previous employment		Total tax paid this employment at retirement	
	Earnings in Previous Employment (Previous Tax Year)	0.00	<b>Leaver Statement</b>	
Tax Paid in Previous Employment (Previous Tax Year)	0.00	Leaver status		
<b>P46 / Starter (incl Expat &amp; Pension)</b>		Leaver status (this period)		
P46 declaration		Reason for leaving		
Irregular Pay Indicator		BACS random number		
Payment to non-individual		Old Payroll ID		
Trivial Commutation Type / Payment	/ 0.00			
On strike		Benefit and Expenses	<b>T / Time</b> 0.00	
Unpaid absence			<b>To Date</b> 0.00	

The COMP SCON field shown below is the relabelled historic field (N008) for the now-withdrawn COMP schemes and will not usually be populated. Do not confuse with the COSR SCON (E008) which will appear in the Fixed Paybase panel (ie top of every Paybase screen)

<b>Basic Details</b> Tax/ELEX Allowances Deductions Student Loan N.I. AEO's S.S.P. Parental Pay Create Note vi vidoushi	N.I. Number	Contribution Letter	B	
	Tax Week of Appointment	COMP SCON		
		<b>This Time</b>	<b>To Date</b>	
	Employees NI	0.00	0.00	0.00
	Employers NI	0.00	0.00	
	Gross Pay to LEL	0.00	0.00	
	Gross Pay (LEL to Primary Threshold)	0.00	0.00	
	Gross Pay (Primary Threshold to UAP)	0.00	0.00	
	Gross Pay (UAP to UEL)	0.00	0.00	
	Niable Gross	0.00	454.25	

Below is the new Fixed Paybase Panel mentioned above showing the new COSR SCON, it also shows the Basic Hours with the appropriate Normal Worked Hours Band indicator (A) derived from it.

Company	989091 - Catherines Weekly Test Co	Pay Group	9999	Tax Period	1
Employee	MR R RTI-TWO	Sex	M	PR Card	1
Department	-	Class		Cost Code	
Date of Birth	17 Sep 1962	Category		N.I. No.	
Effective Date	01 Jan 2013	Basic Hours	15.98 / A	N.I. Letter	D
Leaving Date		Basic Pay Hours	.00	SCON	S1234567N
Pay Frequency	W	Pension Reform Status	Postponed	Tax Code	0T

<a href="#">Basic Details</a> <a href="#">Allowances</a> <a href="#">N.I.</a> <a href="#">S.S.P.</a> <a href="#">Parental Pay</a> <a href="#">Create Note</a>	Type	ASPP Birth		Expected childbirth date
	Mothers First name			Actual childbirth date
	Mothers Second name			Payment start date
	Mothers Surname			Payment end date
	Mothers NI Number			Mothers SMP start date
	Eligibility			Mothers return to work date
	Average Pay			ASPP Birth start date this pd
	Earnings-related rate			Mother's date of death
	<b>Cash:</b>	<b>This time</b>	<b>To date</b>	<b>Weeks (higher/lower):</b>
	Paid	0.00	0.00	Paid this time 0.0
Recovery	0.00	0.00	Paid to date 0.0	
Compensation	0.00	0.00	Remaining 0.0	
Offset	0.00			

<a href="#">Basic Details</a> <a href="#">Allowances</a> <a href="#">N.I.</a> <a href="#">S.S.P.</a> <a href="#">Parental Pay</a> <a href="#">Create Note</a>	Type	ASPP Adoption		Matching cert issue date
	Primary Adopters First name			Expected placement date
	Primary Adopters Second name			Actual placement date
	Primary Adopters Surname			Payment start date
	Primary Adopters NI Number			Payment end date
	Eligibility			Primary adopter SAP start date
	Average Pay			Primary adopter return to work date
	Earnings-related rate			ASPP adoption start date this pd.
	<b>Cash:</b>	<b>This time</b>	<b>To date</b>	<b>Weeks (higher/lower):</b>
	Paid	0.00	0.00	Paid this time 0.0
Recovery	0.00	0.00	Paid to date 0.0	
Compensation	0.00	0.00	Remaining 0.0	
Offset	0.00			

### 11. View Paybase ELEX Option RTI and Pensioner Payroll

<a href="#">Basic Details</a> <a href="#">Tax/ELEX</a> <a href="#">Allowances</a> <a href="#">Tax Credits</a> <a href="#">Deductions</a> <a href="#">Student Loan</a> <a href="#">Pensions</a> <a href="#">N.I.</a> <a href="#">P.R.P.</a> <a href="#">AEO's</a> <a href="#">Xtra Data</a> <a href="#">Rates</a> <a href="#">Split Costings</a> <a href="#">Holiday</a> <a href="#">S.S.P.</a> <a href="#">Parental Pay</a> <a href="#">Create Note</a> <a href="#">vi</a> <a href="#">vidoushi</a>	Address	Forenames	Pay Method	First	Additional
		Tax Free Pay	Bank Sort Code		Transfer
		Split Rate N.I. Letter	Bank Account No		
		Marital Status	Building Soc Ref		
	Post Code				
	Country				
	Passport Number				
	<b>To Date</b>	Earnings	Tax		
	<b>Previous Employment</b>	Earnings	Tax		
	<b>This Employment</b>	Earnings	Tax		



<b>Basic Details</b> <a href="#">Tax/ELEX</a> <a href="#">Allowances</a> <a href="#">Deductions</a> <a href="#">Student Loan</a> <a href="#">N.I.</a> <a href="#">AEO's</a> <a href="#">S.S.P.</a> <a href="#">Parental Pay</a> <a href="#">Create Note</a> <a href="#">vi</a> <a href="#">vidoushi</a>	<b>Previous Employment Details</b>		<b>Expat Data</b>	
	Starter status	S	P46 Declaration Expat	
	Starter status (this period)		EEA / Commonwealth Citizen indicator	
	Previous employment tax district		EPM6 Modified Scheme indicator	
	Previous employment PAYE ref		<b>Pension Data</b>	
	Date left previous employment		Date pension started	
	Previous Employment Pay Frequency and Period	/	Total taxable pay at retirement	
	Tax code in previous employment		Total taxable pay this employment at retirement	
	Tax basis in previous employment		Total tax paid this employment at retirement	
	Earnings in Previous Employment (Previous Tax Year)	0.00	<b>Leaver Statement</b>	
Tax Paid in Previous Employment (Previous Tax Year)	0.00	Leaver status		
<b>P46 / Starter (incl Expat &amp; Pension)</b>		Leaver status (this period)		
P46 declaration		Reason for leaving		
Irregular Pay Indicator		BACS random number		
Payment to non-individual		Old Payroll ID		
Trivial Commutation Type / Payment	/ 0.00	<b>T / Time</b>	<b>To Date</b>	
		Benefit and Expenses	0.00	
			0.00	

**12. View Paybase - ELEX Option Not Used / NON RTI Automatic Release / NON RTI Manual Release - NON Pensioner Company**

<b>Basic Details</b> <a href="#">Tax/ELEX</a> <a href="#">Allowances</a> <a href="#">Tax Credits</a> <a href="#">Deductions</a> <a href="#">Student Loan</a> <a href="#">Pensions</a> <a href="#">N.I.</a> <a href="#">P.R.P.</a> <a href="#">AEO's</a> <a href="#">Xtra Data</a> <a href="#">Rates</a> <a href="#">Split Costings</a> <a href="#">Holiday</a> <a href="#">S.S.P.</a> <a href="#">Parental Pay</a> <a href="#">Create Note</a> <a href="#">vi</a> <a href="#">vidoushi</a>	Address	Forenames	Pay Method	<b>First</b>	<b>Additional</b>
		Tax Free Pay	Bank Sort Code		<a href="#">Transfer</a>
		Split Rate N.I. Letter	Bank Account No		
		Marital Status	Building Soc Ref		
	Post Code				
	Country				
	Passport Number				
	<b>To Date</b>	Earnings	Tax		
	<b>Previous Employment</b>	Earnings	Tax		
	<b>This Employment</b>	Earnings	Tax		

13. View Paybase - ELEX Option Not Used / NON RTI Automatic Release / NON RTI Manual Release - Pensioner Company

<b>Basic Details</b> <a href="#">Tax/ELEX</a> <a href="#">Allowances</a> <a href="#">Tax Credits</a> <a href="#">Deductions</a> <a href="#">Student Loan</a> <a href="#">Pensions</a> <a href="#">N.I.</a> <a href="#">P.R.P.</a> <a href="#">AEO's</a> <a href="#">Xtra Data</a> <a href="#">Rates</a> <a href="#">Split Costings</a> <a href="#">Holiday</a> <a href="#">S.S.P.</a> <a href="#">Parental Pay</a> <a href="#">Create Note</a> <a href="#">vi</a> <a href="#">vidoushi</a>	Address	Forenames	<b>First</b>	<b>Additional</b>
		Tax Free Pay	Pay Method	<a href="#">Transfer</a>
		Split Rate N.I. Letter	Bank Sort Code	
		Marital Status	Bank Account No	
	Post Code		Building Soc Ref	
	Country			
	Passport Number			
	<b>To Date</b>	Earnings	Tax	
	<b>Previous Employment</b>	Earnings	Tax	
	<b>This Employment</b>	Earnings	Tax	

If you have any queries regarding this release please contact your usual [Ceridian Support Desk](#)



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