

# Release Notes – HRe5P

This note gives an overview of the HRevolution 13.2 Release which consists of HRe5P v9.0

Release date: March 2013.

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## Overview

### 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>

### Pension Reform

For those companies whose staging date under Auto-enrolment Pension Reform falls in the 2013-14 tax year we give details of the changes you will see within HRe5P. There is no need to enter anything in any of these fields until you are due to stage.

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

**NB:** Please note that these Pension Reform facilities can only be used if you are registered for Ceridian Auto-Enrolment; if not then any data entered will be rejected. See the link above for contact details.

### 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>

### Miscellaneous

The release also contains routine security enhancements.

### 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

### Summary

Real Time Information is the result of a government sponsored change to the way in which employers are required to report the calculation, deduction and pay-over of Income Tax and National Insurance. This is the biggest change to PAYE since it was introduced in the 1940s and is formally known by HMRC as Operation of PAYE in Real Time.

As far as day to day operation is concerned there is not much change although some new data items are introduced which has meant changes to some screens and screen shots are provided below together with appropriate descriptions.

The biggest change is the way in which details are provided to HMRC from the payroll run which will mean that they know exactly how much is required to be paid over in any tax period and will be able to begin any necessary

investigations much sooner than the end of the tax year as is currently the case. In effect each tax period will contain the equivalent of the current tax year end process.

## 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.

The screenshot shows a software window titled "Parameters - HRevolution Payroll" with a sub-header "Parameters" and a user identifier "988967 - Michele Test Co". The window is divided into two main sections: "Parameters" on the left and "Special Parameters" on the right. The "ELEX option" dropdown menu in the "Parameters" section is highlighted with a red box, showing a list of options: "RTI", "Non RTI Automatic release", "Non RTI Manual release", and "Not Used". The "RTI" option is currently selected. Other parameters include "Pay frequency" (Monthly), "Employee must be in database" (checked), "Mod11 check digit" (unchecked), "Pensioner payroll" (unchecked), "Decimal places for rates" (2), "Time in hours and minutes" (unchecked), "Holiday accrual method" (Fixed number of hours), "Allowance for Holiday accrual method" (dropdown), "Holiday average method" (Average hourly rate, subject to minimum), "Negative net pay option" (Negative Net Pay allowed), "NI Calculation Method" (Percentage), "NI Contribution Letter Options" (Contracted - In / Contracted - Out Any), "Mariners National Insurance" (unchecked), "Small Employers Relief" (checked), "Date and Time Stamping" (checked), "Credit Amendments" (Allow), "Old amount required" (checked), "Maximum change allowed" (20000), "Flexible Credits from Payroll Adjustments" (Allow), "Disbursements" (Allow), "Electronic payslips only" (unchecked), "SMTP Server" (10.93.33.10), "Weekly or Daily Parental pay?" (W selected), "Flexible Processing in use" (checked), "Pension Reform Staging Date" (04/10/2012), "Reject full import if errors" (unchecked), "HRevolution In Use" (unchecked), "Maximum number of items per batch" (999), "Generate New Batches Each Time" (unchecked), and "Payroll Cut-off Days prior to Credit Date" (unchecked). "Save" and "Close" buttons are located at the bottom right.

## 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 below for details).

The screenshot shows a software window titled "New Employee Configuration - HRevolution Payroll". The window has a blue title bar and standard window controls. The main content area is divided into three tabs: "Base Details", "Payroll Details", and "Allowances/Deductions/Rates/Data Codes". The "Base Details" tab is selected and contains the following fields, each with an "Optional" dropdown menu:

Field Name	Requirement
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

The "Passport Number" field and its dropdown menu are highlighted with a red rectangular box. At the bottom right of the window, there are three buttons: "Save", "Copy", and "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. 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 a software window titled "New Employee Configuration - HRevolution Payroll" with a sub-header "New Employee Configuration" and a user identifier "988967 - Michele Test Co - 10". The interface is divided into three tabs: "Base Details", "Payroll Details" (which is selected), and "Allowances/Deductions/Rates/Data Codes".

The "Payroll Details" tab contains several sections of optional fields, each with a dropdown menu set to "Optional":

- Previous Employment Details:** Previous Earnings / Tax (Optional).
- Current Employment Details:** Tax Basis (Optional), Continue Student Loan (Optional), NI Contribution Letter (Optional), SCON (Optional), N.I. Number (Optional).
- Payroll Details (Right Column):** Pay Group (Optional), Department (Optional), Cost Code (Optional), Category (Optional), Class (Optional), Basic Hours (Optional), **Normal Hours Worked (Optional)** (highlighted with a red box), 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) (Optional).

At the bottom right 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.

Batch Number	Description	No of Employees	Total earns TD	Total tax TD	Total basic	Date Added	Date Last Modified	Username	View Only	Status
0006	Data Import	1	£0.00	£0.00	£0.00	31/01/2013 10:26	31/01/2013 10:26	consultant	<input type="checkbox"/>	L

#### 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.

**Previous Employment Details**

Earnings / Tax: [ ] / [ ] Current Tax Year?  Pay group: [ ]  
 Pay Frequency / Period: [ ] / [ ] Department: [ ]  
 Date Left: [ ] / [ ] / [ ] Cost Code: [ ]  
 PAYE Reference: [ ] Category: [ ]  
 Tax Code / Tax Basis: [ ] / [ ] **P45 Check** Class: [ ]

**P46 declaration**: C - Statement C Expat?  **Basic Hours / Normal**: [ ]  
 EPM6 (Mod) Tax Scheme?: [ ] Earnings to date: [ ]  
 EEA/Commonwealth?: [ ] Tax to date: [ ]  
 Release P46: [ ]

**Current Employment Details**

Tax Code / Tax Basis: OT / 1 - Month 1 or Week 1 ba Employee Signed  **NI to date:**  
 Continue Student Loan:  Employer contribution: [ ]  
 NI Contribution Letter: [ ] Employee contribution: [ ]  
**SCON Number**: [ ] Gross Earnings (to LEL): [ ]  
 NI Number: [ ] Gross Earnings (LEL to PT): [ ]  
 Gross Earnings (PT to UAP): [ ]  
 Gross Earnings (UAP to UEL): [ ]  
**Old Payroll ID**: [ ]

Employee: << < [ ] > >> New Save Delete Undo

Batch Number	Description	No of Employees	Total earns TD	Total tax TD	Total basic	Date Added	Date Last Modified	Username	View Only	Status
0006	Data Import	1	£0.00	£0.00	£0.00	31/01/2013 10:26:	31/01/2013 10:26:	consultant	<input type="checkbox"/>	L

Page (1/1) 1 Go > >> Batch: New Edit 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)

**Absence Data Entry - HRevolution Payroll** 988967 - Michele Test Co - 11

**Absence Data Entry**

**Absence** | **Work Pattern** | **Calculated Values**

Employee: [ ] [ ... ] Pay Group: [ ] N.I No.: [ ] Sex: [ ]  
Status: [ ] Date of leaving: [ ] Department: [ ] Cost Code: [ ]  
Absence Type: Additional Paternity Leave Birth [ v ]  
Start Date: [ / / ] End Date: [ / / ]  
Date Notified: 22/02/2013 [ v ] Schedule: [ ] Notes: [ ]  
Expected Childbirth Date: [ / / ]  
Actual Childbirth Date: [ / / ] Qualifying Week: [ ]  
Start Paying Date: [ / / ] End Paying Date: [ / / ]  
Weeks To Pay: [ v ]  
Eligibility Indicator: [ v ]  
Small Employers Relief:

**Insufficient details for Payment to Start**

Mothers First Name: [ ]  
Mothers Second Name: [ ]  
Mothers Surname: [ ]  
Mothers NI Number: [ ]  
Mothers SMP Start Date: [ / / ] [ v ]  
Mothers Return To Work Date: [ / / ] [ v ]  
Mothers Date of Death: [ / / ] [ v ]  
Weekly Average Earnings Override: [ ]

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)

**Absence Data Entry - HRevolution Payroll**

988967 - Michele Test Co - 11

**Absence Data Entry**

**Absence** | **Work Pattern** | **Calculated Values**

Employee: [ ] [ ... ] Pay Group: [ ] N.I No.: [ ] Sex: [ ]

Status: [ ] Date of leaving: [ ] Department: [ ] Cost Code: [ ]

Absence Type: **Additional Paternity Leave Adoption** [ v ]

Start Date: [ / / ] End Date: [ / / ]

Date Notified: **22/02/2013** [ v ] Schedule: [ ] Notes: [ ]

Matching Certificate Date: [ / / ]

Expected Placement Date: [ / / ] Matching Week: [ ]

Actual Placement Date: [ / / ]

Start Paying Date: [ / / ]

End Paying Date: [ / / ]

Weeks To Pay: [ ]

Eligibility Indicator: [ ]

Small Employers Relief:

**Insufficient details for Payment to Start**

Primary Adopter First Name: [ ]

Primary Adopter Second Name: [ ]

Primary Adopter Surname: [ ]

Primary Adopter NI Number: [ ]

Primary Adopter SAP Start Date: [ / / ] [ v ]

Primary Adopter Return To Work Date: [ / / ] [ v ]

Primary Adopter Date of Death: [ / / ] [ v ]

Weekly Average Earnings Override: [ ]

[ Calculate ] [ Save ] [ Undo ]

Start Date	Half Day	End Date	Half Day	Absence Type	Deleted

[ New ] [ Edit ] [ Close ]



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

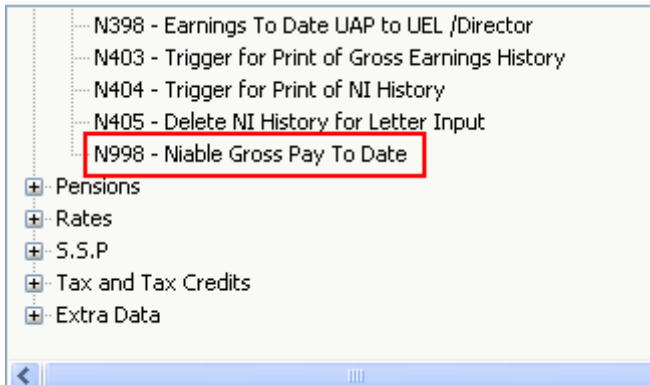
...	E003 - Rank or Title
...	E004 - Forenames
...	E005 - Cost Code
...	E006 - Surname
...	<b>E008 - SCON</b>
...	E010 - Marital Status
...	E011 - Previous Basic Pay
...	<b>E012 - Passport Number</b>
...	E013 - Irregular Pay Indicator
...	<b>E014 - Normal Hours Worked</b>
...	E021 - Address Line 1
...	E022 - Address Line 2

...	M758 - ASPP (Birth) Total Paid To Date
...	M761 - ASPP (Adoption) Positive Adjustment this Period
...	M762 - ASPP (Adoption) Negative Adjustment this Period
...	M765 - ASPP (Adoption) Predetermined Payment
...	M766 - ASPP (Adoption) Predetermined Refund
...	M768 - ASPP (Adoption) Total Paid To Date
...	<b>M780 - Mothers / Primary Adopters Surname</b>
...	<b>M781 - Mothers / Primary Adopters First name</b>
...	<b>M782 - Mothers / Primary Adopters Second name</b>
...	<b>M783 - Mothers / Primary Adopters NI Number</b>
+	National Insurance

...	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
...	<b>M780 - Mothers / Primary Adopters Surname</b>
...	<b>M781 - Mothers / Primary Adopters First name</b>
...	<b>M782 - Mothers / Primary Adopters Second name</b>
...	<b>M783 - Mothers / Primary Adopters NI Number</b>
+	A.S.P.P. Adoption
-	Full List

...	M765 - ASPP (Adoption) Predetermined Payment
...	M766 - ASPP (Adoption) Predetermined Refund
...	M768 - ASPP (Adoption) Total Paid To Date
...	<b>M780 - Mothers / Primary Adopters Surname</b>
...	<b>M781 - Mothers / Primary Adopters First name</b>
...	<b>M782 - Mothers / Primary Adopters Second name</b>
...	<b>M783 - Mothers / Primary Adopters NI Number</b>
+	Full List
+	National Insurance
+	Pensions
+	Rates

A new NI code is introduced.



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)

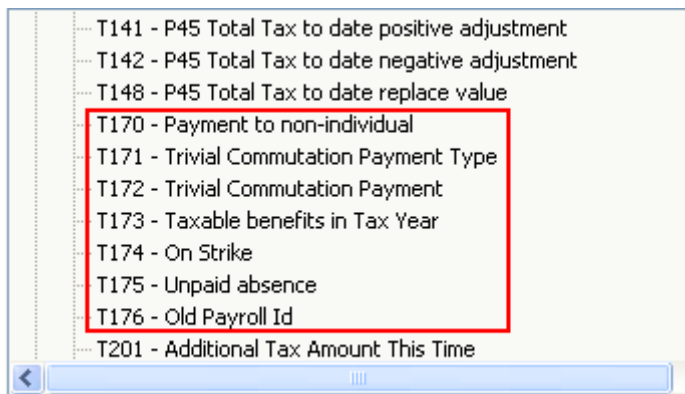
This item is currently entirely optional; when used it is entered for each period that an employee is involved in industrial action i.e. on strike. The marker is automatically cleared down each period and is therefore required to be entered for each pay period for which it applies.

#### 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



## 7. Data Code tree for RTI Pensioner Company

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

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
...	<b>E012 - Passport Number</b>
...	E021 - Address Line 1
...	E022 - Address Line 2

...	T141 - P45 Total Tax to date positive adjustment
...	T142 - P45 Total Tax to date negative adjustment
...	T148 - P45 Total Tax to date replace value
...	<b>T170 - Payment to non-individual</b>
...	<b>T171 - Trivial Commutation Payment Type</b>
...	<b>T172 - Trivial Commutation Payment</b>
...	<b>T173 - Taxable benefits in Tax Year</b>
...	<b>T176 - Old Payroll Id</b>
...	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)

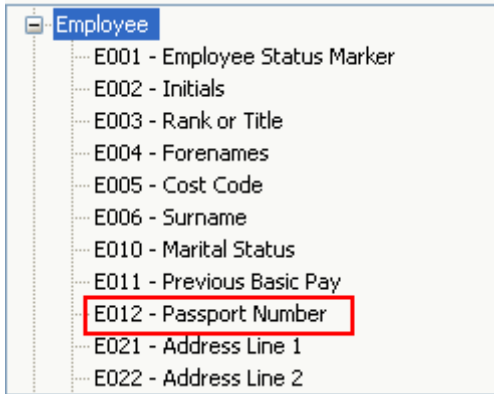
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RTI specific datacodes not listed

Employee	
...	E001 - Employee Status Marker
...	E002 - Initials
...	E003 - Rank or Title
...	E004 - Forenames
...	E005 - Cost Code
...	E006 - Surname
...	<b>E008 - SCON</b>
...	E010 - Marital Status
...	E011 - Previous Basic Pay
...	<b>E012 - Passport Number</b>
...	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)

RTI specific datacodes and new SCON number not listed



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	Address	Forenames	Pay Method	<b>First</b>	<b>Additional</b>
					<b>Transfer</b>
		Tax Free Pay	Bank Sort Code		
		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 Pensions N.I. Rates S.S.P. Parental Pay Create Note	<b>Previous Employment Details</b>		<b>Expat Data</b>	
	Starter status <b>s</b>		P46 Declaration Expat	
	Starter status (this period)		EEA / Commonwealth Citizen indicator	
	Previous Employment tax district		EPM6 Modified Scheme	
	Previous employment PAYE ref		<b>Pension Data</b>	
	Date left previous employment: <b>01/10/2012</b>		Date pension started	
	Previous Employment Pay Frequency and Period		Total Taxable pay at retirement	
	Tax code in previous employment: <b>SD1</b>		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)		<b>Leaver Statement</b>	
Tax Paid in Previous Employment (Previous Tax Year)		Leaver status		
<b>P46 / Starter (incl Expat and Pension)</b>		Leaver status (this period)		
P46 declaration		Reason for leaving		
Irregular Pay indicator		BACS random number		
Payment to non-individual <b>Y</b>		Old Payroll Id		
Trivial Commutation Type/Payment <b>C /555.00</b>		Benefit and Expenses		
On Strike		T/Time	ToDate	
Unpaid absence		<b>0.00</b>	<b>0.00</b>	

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> <b>Tax/ELEX</b> <b>Allowances</b> <b>Deductions</b> <b>Pensions</b> <b>N.I.</b> <b>Rates</b> <b>S.S.P.</b> <b>Parental Pay</b> <b>Create Note</b>	N.I. Number	AA654654A	Contribution Letter	A
	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		1.24	3.75

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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	51234567N
Pay Frequency	W	Pension Reform Status	Postponed	Tax Code	0T

<b>Basic Details</b> <b>Allowances</b> <b>N.I.</b> <b>S.S.P.</b> <b>Parental Pay</b> <b>Create Note</b>	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		Payment SMP start date		
	Eligibility		Mothers return to work date		
	Average Pay	0.00	ASPP Birth start date this pd		
	Earnings-related rate	0.00	Mother's date of death		
	<b>Cash:</b>	<b>This time</b>	<b>To date</b>	<b>Weeks (higher/lower):</b>	
	Paid		0.00	Paid this time	0.0
Recovery	0.00	0.00	Paid to date	0.0	
Employer Cost	0.00	0.00	Remaining	0.0	
Compensation	0.00	0.00			
Offset	0.00				

<b>Basic Details</b>
<b>Allowances</b>
N.I.
S.S.P.
<b>Parental Pay</b>
<b>Create Note</b>

Type	<b>ASPP Adoption</b>			Matching cert issue date
Primary adopter first name				Expected placement date
Primary adopter second name				Actual placement date
Primary adopter surname				Payment start date
Primary adopter NI number				Payment end date
Eligibility				Primary adopter SAP start date
Average Pay	<b>0.00</b>			Primary adopter return to work date
Earnings-related rate	<b>0.00</b>			ASPP adoption start date this pd
				Primary adopter date of death
<b>Cash:</b>	<b>This time</b>	<b>To date</b>	<b>Weeks (higher/lower):</b>	
Paid	<b>0.00</b>	<b>0.00</b>	Paid this time	<b>0.0</b>
Recovery	<b>0.00</b>	<b>0.00</b>	Paid to date	<b>0.0</b>
Employer Cost	<b>0.00</b>	<b>0.00</b>	Remaining	<b>0.0</b>
Compensation	<b>0.00</b>	<b>0.00</b>		
Offset	<b>0.00</b>			



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

<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	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 Pensions N.I. Rates S.S.P. Parental Pay Create Note	<b>Previous Employment Details</b>		<b>Expat Data</b>		
	Starter status <b>S</b>		P46 Declaration Expat		
	Starter status (this period)		EEA / Commonwealth Citizen indicator		
	Previous Employment tax district		EPM6 Modified Scheme		
	Previous employment PAYE ref		<b>Pension Data</b>		
	Date left previous employment <b>01/10/2012</b>		Date pension started		
	Previous Employment Pay Frequency and Period		Total Taxable pay at retirement		
	Tax code in previous employment <b>SD1</b>		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)		<b>Leaver Statement</b>		
Tax Paid in Previous Employment (Previous Tax Year)		Leaver status			
<b>P46 / Starter (incl Expat and Pension)</b>		Leaver status (this period)			
P46 declaration		Reason for leaving			
Irregular Pay indicator		BACS random number			
Payment to non-individual <b>Y</b>		Old Payroll Id			
Trivial Commutation Type/Payment <b>C /555.00</b>		Benefit and Expenses			
		T/Time <b>0.00</b>			
		ToDate <b>0.00</b>			

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

<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	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		



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

<ul style="list-style-type: none"> <li>Basic Details</li> <li>Tax/ELEX</li> <li>Allowances</li> <li>Tax Credits</li> <li>Deductions</li> <li>Student Loan</li> <li>Pensions</li> <li>N.I.</li> <li>P.R.P.</li> <li>AEO's</li> <li>Xtra Data</li> <li>Rates</li> <li>Split Costings</li> <li>Holiday</li> <li>S.S.P.</li> <li>Parental Pay</li> <li>Create Note</li> </ul>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; vertical-align: top;">                 Address                     Post Code                  Country                  Passport Number             </td> <td style="width: 33%; vertical-align: top;">                 Forenames                   Tax Free Pay                   Split Rate N.I. Letter                   Marital Status             </td> <td style="width: 33%; vertical-align: top;">                 Pay Method                   Bank Sort Code                   Bank Account No                   Building Soc Ref             </td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;"></th> <th style="width: 33%; text-align: center;">First</th> <th style="width: 33%; text-align: center;">Additional</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>To Date</b></td> <td style="text-align: center;">Earnings</td> <td style="text-align: center;">Tax</td> </tr> <tr> <td style="text-align: center;"><b>Previous Employment</b></td> <td style="text-align: center;">Earnings</td> <td style="text-align: center;">Tax</td> </tr> <tr> <td style="text-align: center;"><b>This Employment</b></td> <td style="text-align: center;">Earnings</td> <td style="text-align: center;">Tax</td> </tr> </tbody> </table>	Address    Post Code Country Passport Number	Forenames  Tax Free Pay  Split Rate N.I. Letter  Marital Status	Pay Method  Bank Sort Code  Bank Account No  Building Soc Ref		First	Additional	<b>To Date</b>	Earnings	Tax	<b>Previous Employment</b>	Earnings	Tax	<b>This Employment</b>	Earnings	Tax
Address    Post Code Country Passport Number	Forenames  Tax Free Pay  Split Rate N.I. Letter  Marital Status	Pay Method  Bank Sort Code  Bank Account No  Building Soc Ref														
	First	Additional														
<b>To Date</b>	Earnings	Tax														
<b>Previous Employment</b>	Earnings	Tax														
<b>This Employment</b>	Earnings	Tax														



# Pension Reform Amendments

## 1. Special Parameters

**NOTE** – The Pension Reform Staging date should only be entered just prior to your actual staging which may not be until 2016; entering this parameter early will open up a host of options which are not required until you are operating Auto-Enrolment.

**WARNING** – Simple use of these facilities will not give a fully-functioning AE scheme which requires much more than data entry. Please see <http://www.ceridian.co.uk/pensions> for more details.

The screenshot shows a software window titled "Parameters - HREvolution Payroll" with a user ID of "988967 - Michele Test.Co". The window is divided into two panes: "Parameters" and "Special Parameters".

**Parameters Pane:**

- Pay frequency: Monthly
- Employee must be in database:
- Mod11 check digit:
- Pensioner payroll:
- Decimal places for rates: 2
- Time in hours and minutes:
- Holiday accrual method: No holiday accrual set-up
- Allowance for Holiday accrual method: [Empty]
- Holiday average method: No Holiday average used
- Negative net pay option: Negative Net Pay allowed
- ELEX option: RTI
- Maximum Costcode Length: 12
- Absence module in use:
- NI Calculation Method: Percentage
- NI Contribution Letter Options: Contracted - In / Contracted - Out Any
- Mariners National Insurance:
- Small Employers Relief:
- Date and Time Stamping:

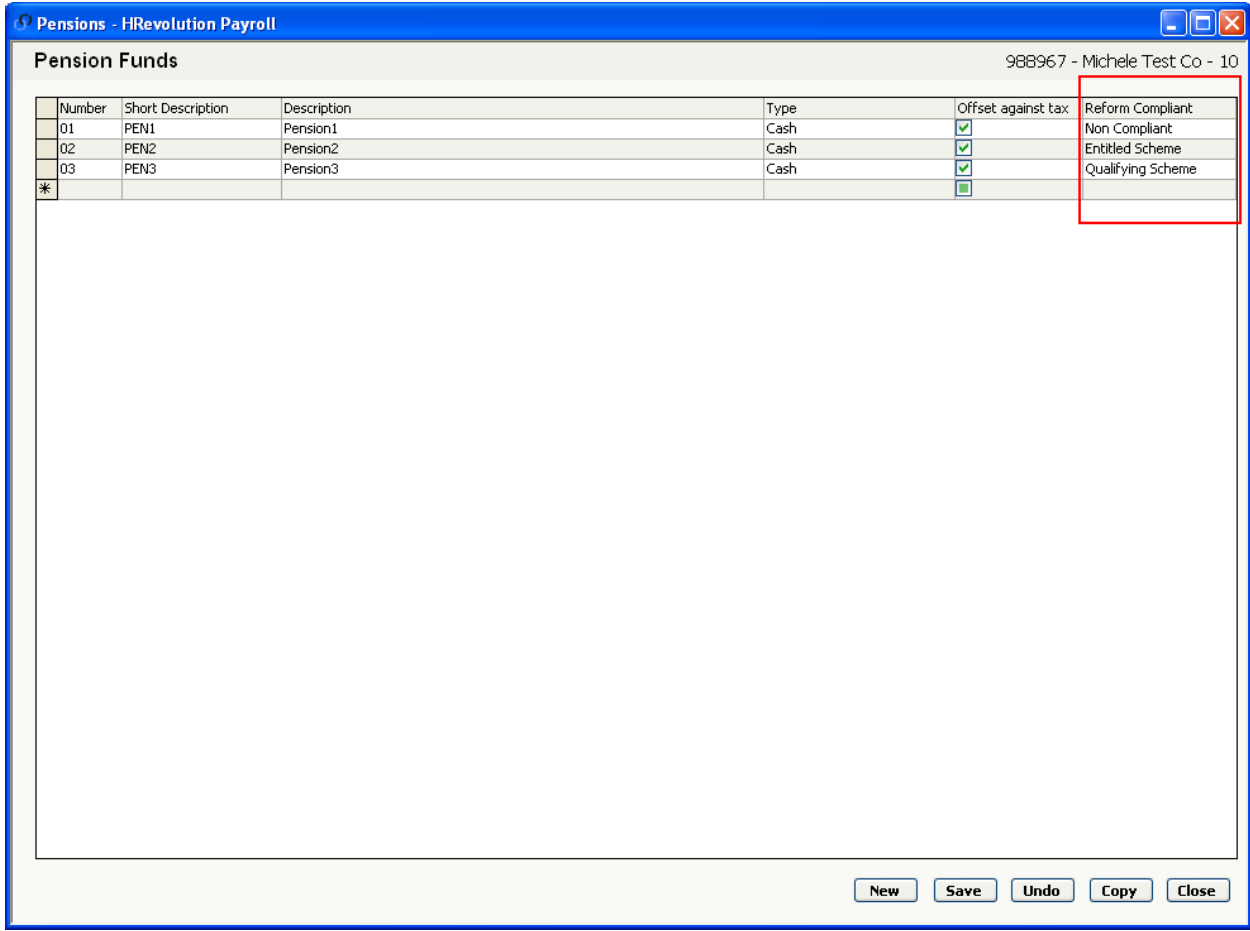
**Special Parameters Pane:**

- Credit Amendments: Allow but confirm with password
- Old amount required:
- Maximum change allowed: 20000
- Flexible Credits from Payroll Adjustments: Not used
- Disbursements: Not used
- Electronic payslips only:
- SMTP Server: [Empty]
- Weekly or Daily Parental pay?:  W  D
- Flexible Processing in use:
- Pension Reform Staging Date: 01/10/2012** (highlighted with a red box)
- Reject full import if errors:
- HREvolution In Use:
- Maximum number of items per batch: 999
- Generate New Batches Each Time:
- Payroll Cut-off Days prior to Credit Date:

Buttons: Save, Close

## 2. Pension Funds

When AE related Pension Funds are set up this is how the different types will display.



Pensions - HRevolution Payroll 988967 - Michele Test Co - 10

Number	Short Description	Description	Type	Offset against tax	Reform Compliant
01	PEN1	Pension1	Cash	<input checked="" type="checkbox"/>	Non Compliant
02	PEN2	Pension2	Cash	<input checked="" type="checkbox"/>	Entitled Scheme
03	PEN3	Pension3	Cash	<input checked="" type="checkbox"/>	Qualifying Scheme
*				<input type="checkbox"/>	

New Save Undo Copy Close

### 3. Processing Schedule

The Pension Reform regulations have no concept of 'Pay Day'; instead they utilise a new concept of Pay Reference Periods. An additional column will appear in your processing schedule to show the end date of this new period; in fact it will usually coincide with the normal period end date but can be amended if required.

**Processing Schedule - HRevolution Payroll** 988967 - Michele Test Co

Payroll Frequency:       Select Tax Year:

Pay Period	Tax Period	Period Start Date	Period End Date	Payslip Date	Credit Date	Pen Reform End Date	Release Pay Results
01	01	01/04/2013	30/04/2013	30/04/2013	30/04/2013	30/04/2013	<input type="checkbox"/>
02	02	01/05/2013	31/05/2013	30/05/2013	30/05/2013	31/05/2013	<input type="checkbox"/>
03	03	01/06/2013	30/06/2013	30/06/2013	28/06/2013	30/06/2013	<input type="checkbox"/>
04	04	01/07/2013	31/07/2013	30/07/2013	30/07/2013	31/07/2013	<input type="checkbox"/>
05	05	01/08/2013	31/08/2013	30/08/2013	30/08/2013	31/08/2013	<input type="checkbox"/>
06	06	01/09/2013	30/09/2013	30/09/2013	30/09/2013	30/09/2013	<input type="checkbox"/>
07	07	01/10/2013	31/10/2013	30/10/2013	30/10/2013	31/10/2013	<input type="checkbox"/>
08	08	01/11/2013	30/11/2013	30/11/2013	29/11/2013	30/11/2013	<input type="checkbox"/>
09	09	01/12/2013	31/12/2013	30/12/2013	30/12/2013	31/12/2013	<input type="checkbox"/>
10	10	01/01/2014	31/01/2014	30/01/2014	30/01/2014	31/01/2014	<input type="checkbox"/>
11	11	01/02/2014	28/02/2014	28/02/2014	28/02/2014	28/02/2014	<input type="checkbox"/>
12	12	01/03/2014	31/03/2014	30/03/2014	28/03/2014	31/03/2014	<input type="checkbox"/>
*							<input checked="" type="checkbox"/>

Tax Year

- 2013-2014
- 2012-2013

#### 4. General Amendments

If your AE Pension scheme utilises salary sacrifice new data items will be available to you.

**General Amendments - HRevoluation Payroll** 988967 - Michele Test Co - 10

Header: Employee, Pay Group, N.I. No., Sex, Status, Date of Leaving, Department, Cost Code

Data: Employee No, Data Code, Description, Amendment(s), Cost Code

Allowances:

- by Function
  - Permanent Value
  - Positive Adjustment
  - Negative Adjustment
  - Positive Prop Adjustment
  - Negative Prop Adjustment
  - Payment Override
  - Replace Salary Sacrifice In this Enrolment**
  - Replace to Date Amount
- by Name
  - Fixed Allowances

Page (0/0) 0 Go >>>

Paybase Save Undo

Batch Number	Description	No of Entries	Total Cash	Total Hours	Date Added	Date Last Modified	Username	View Only	Status
0002	Absence Batch	0	£0.00	0.00	30/01/2013 15:22:43	30/01/2013 15:22:43	consultant	<input type="checkbox"/>	Live
0008	Data Generation	1	£0.00	0.00	31/01/2013 15:23:07	31/01/2013 15:23:07	consultant	<input type="checkbox"/>	Live
0009	Data Generation	208	£0.00	0.00	31/01/2013 15:24:19	31/01/2013 15:24:19	consultant	<input type="checkbox"/>	Live
0026	Gen Amend Feb 2013	0	£0.00	0.00	04/02/2013 14:36:56	04/02/2013 14:36:56	consultant	<input type="checkbox"/>	Live
0029	Data Import	0	£0.00	0.00	04/02/2013 16:04:56	04/02/2013 16:04:56	consultant	<input type="checkbox"/>	Live

Page (1/2) 1 Go >>> New Edit Close

**General Amendments - HRevoluation Payroll** 988967 - Michele Test Co - 10

Header: Employee, Pay Group, N.I. No., Sex, Status, Date of Leaving, Department, Cost Code

Data: Employee No, Data Code, Description, Amendment(s), Cost Code

Allowances:

- E132 - 1st ABHR Calculation Exclusion Indicator
- E133 - 2nd ABHR Calculation Exclusion Indicator
- E134 - 3rd ABHR Calculation Exclusion Indicator
- E135 - 4th ABHR Calculation Exclusion Indicator
- E136 - 5th ABHR Calculation Exclusion Indicator
- E200 - Guaranteed Salary Indicator
- E210 - Auto-enrolment sacrifice override**
- E800 - Override No of Pay Periods & Advance Tax Pd
- E801 - O/ride No of Pay Periods, Do not Adv TaxPd
- E802 - O/ride No of Pay Pds & Advance Tax Pd,tt only
- E810 - O/ride No PayPds Stat Ded & Advance Tax Pd
- E811 - O/ride No PayPds Stat Ded, Do not Adv Tax Pd

Page (0/0) 0 Go >>>

Paybase Save Undo

Batch Number	Description	No of Entries	Total Cash	Total Hours	Date Added	Date Last Modified	Username	View Only	Status
0002	Absence Batch	0	£0.00	0.00	30/01/2013 15:22:43	30/01/2013 15:22:43	consultant	<input type="checkbox"/>	Live
0008	Data Generation	1	£0.00	0.00	31/01/2013 15:23:07	31/01/2013 15:23:07	consultant	<input type="checkbox"/>	Live
0009	Data Generation	208	£0.00	0.00	31/01/2013 15:24:19	31/01/2013 15:24:19	consultant	<input type="checkbox"/>	Live
0026	Gen Amend Feb 2013	0	£0.00	0.00	04/02/2013 14:36:56	04/02/2013 14:36:56	consultant	<input type="checkbox"/>	Live
0029	Data Import	0	£0.00	0.00	04/02/2013 16:04:56	04/02/2013 16:04:56	consultant	<input type="checkbox"/>	Live

Page (1/2) 1 Go >>> New Edit Close

Other new AE related data items and associated data codes become available within General Amendments.

**General Amendments - HRevolution Payroll** 988967 - Michele Test Co - 10

**General Amendments**

Header Data

Employee Pay Group N.I. No. Sex

Status Date of Leaving Department Cost Code

Employee No	Data Code	Description	Amendment(s)			Cost Code
*						

**Pensions**

- P000 - Add to Pension Fund
- P001 - Employee Qualifying Pension Schemes**
- P002 - Employee Entitled Pension Schemes**
- P003 - Stop / Start Contributing to Pension Fund
- P004 - Pension Reform Postponement Periods**
- P005 - Pension Fund Membership Number
- P006 - Date of Joining Pension Fund
- P007 - Date of Last Pension Contribution
- P008 - Auto Enrol-Optin or Join**
- P009 - Opt-Out of Pension Reform**
- P010 - Employee Pension Contribution

<<< < Page (0/0) 0 Go > >>

**Paybase Save Undo**

Batch Number	Description	No of Entries	Total Cash	Total Hours	Date Added	Date Last Modified	Username	View Only	Status
0002	Absence Batch	0	£0.00	0.00	30/01/2013 15:22:43	30/01/2013 15:22:43	consultant	<input type="checkbox"/>	Live
0008	Data Generation	1	£0.00	0.00	31/01/2013 15:23:07	31/01/2013 15:23:07	consultant	<input type="checkbox"/>	Live
0009	Data Generation	208	£0.00	0.00	31/01/2013 15:24:19	31/01/2013 15:24:19	consultant	<input type="checkbox"/>	Live
0026	Gen Amend Feb 2013	0	£0.00	0.00	04/02/2013 14:36:56	04/02/2013 14:36:56	consultant	<input type="checkbox"/>	Live
0029	Data Import	0	£0.00	0.00	04/02/2013 16:04:56	04/02/2013 16:04:56	consultant	<input type="checkbox"/>	Live

<<< < Page (1/2) 1 Go > >> **New Edit Close**



**General Amendments - HRevolution Payroll** 988967 - Michele Test Co - 10

**General Amendments**

Header Data

Employee Pay Group N.I. No. Sex  
 Status Date of Leaving Department Cost Code

Employee No	Data Code	Description	Amendment(s)	Cost Code
*		<ul style="list-style-type: none"> <li>-P025 - Employee Pension This Time Supp Overwrite</li> <li>-P027 - Employee Pen Supp Contrib - This Employment</li> <li>-P028 - Employee Pension Supp Contrib in Tax Year</li> <li>-P029 - Employee Pension Supp Contrib in Pension Year</li> <li>-P030 - Pension Reform Indicator</li> <li>-P031 - Salary Sacrifice Indicator</li> <li>-P032 - Employee Contributions In This Enrolment</li> <li>-P033 - Employer Contributions In This Enrolment</li> <li>-P038 - Pensionable Gross For Pension Fund</li> <li>-P040 - Current Pensionable Earnings</li> <li>-P050 - Future Pensionable Earnings</li> <li>-P110 - Employer Pension Contribution</li> </ul>		

Page (0/0) 0 Go > >>

Paybase Save Undo

Batch Number	Description	No of Entries	Total Cash	Total Hours	Date Added	Date Last Modified	Username	View Only	Status
0002	Absence Batch	0	£0.00	0.00	30/01/2013 15:22:43	30/01/2013 15:22:43	consultant	<input type="checkbox"/>	Live
0008	Data Generation	1	£0.00	0.00	31/01/2013 15:23:07	31/01/2013 15:23:07	consultant	<input type="checkbox"/>	Live
0009	Data Generation	208	£0.00	0.00	31/01/2013 15:24:19	31/01/2013 15:24:19	consultant	<input type="checkbox"/>	Live
0026	Gen Amend Feb 2013	0	£0.00	0.00	04/02/2013 14:36:56	04/02/2013 14:36:56	consultant	<input type="checkbox"/>	Live
0029	Data Import	0	£0.00	0.00	04/02/2013 16:04:56	04/02/2013 16:04:56	consultant	<input type="checkbox"/>	Live

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5. View Paybase

**View Paybase Data - HRevolution Payroll** 988967 - Michele Test Co

**View Paybase Data**

Company 988967 - Michele Test Co Pay Group Tax Period  
 Employee Sex PR Card  
 Department - Class Cost Code  
 Date of Birth Category N.I. No.  
 Effective Date Basic Hours N.I. Letter  
 Leaving Date Basic Pay Hours SCON  
 Pay Frequency Pension Reform Status Tax Code

**Basic Details**  
 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  
 RTI\_E  
 RTI\_M\_Birth  
 RTI\_M\_Adoption  
 NIable Gross  
 RTI\_T

Address Forenames Pay Method First Additional Transfer  
 Tax Free Pay Bank Sort Code  
 Split Rate N.I. Letter Bank Account No  
 Marital Status Building Soc Ref

Post Code  
 Country  
 Passport Number

To Date Earnings Tax  
 Previous Employment Earnings Tax  
 This Employment Earnings Tax

Company 988967 Save Next Pg  
 Employee Pay Period RTI (99 - 2012/2013) Type Payroll View Payslip Close



View Paybase Data - HRevolution Payroll 988967 - Michele Test Co

Company	988967 - Michele Test Co	Pay Group		Tax Period	
Employee		Sex		PR Card	
Department	-	Class		Cost Code	
Date of Birth		Category		N.I. No.	
Effective Date		Basic Hours		N.I. Letter	
Leaving Date		Basic Pay Hours		SCON	
Pay Frequency		Pension Reform Status		Tax Code	

**Basic Details**

- 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
- RTI\_E
- RTI\_M\_Birth
- RTI\_M\_Adoption
- Ntable GROSS
- RTI\_T

Allowance	Description	Type	Eligible	Amount	This Time	To Date	5/Sac	This Enrol

Company:

Employee:  Pay Period:  Type:

View Paybase Data - HRevolution Payroll 988967 - Michele Test Co

Company	988967 - Michele Test Co	Pay Group		Tax Period	
Employee		Sex		PR Card	
Department	-	Class		Cost Code	
Date of Birth		Category		N.I. No.	
Effective Date		Basic Hours		N.I. Letter	
Leaving Date		Basic Pay Hours		SCON	
Pay Frequency		Pension Reform Status		Tax Code	

**Basic Details**

- 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
- RTI\_E
- RTI\_M\_Birth
- RTI\_M\_Adoption
- Ntable GROSS
- RTI\_T

Fund		Membership No	
Reform Schme Type:		Date Joined	
Current Pensionable Earnings	0.00		
Contributions:			
	Employee	Employer	Supplementary
Fixed	0.00	0.00	0.00
This Time	0.00	0.00	0.00
This Pension Year	0.00	0.00	0.00
This Tax Year	0.00		0.00
This Enrolment	0.00	0.00	

Company:

Employee:  Pay Period:  Type:

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