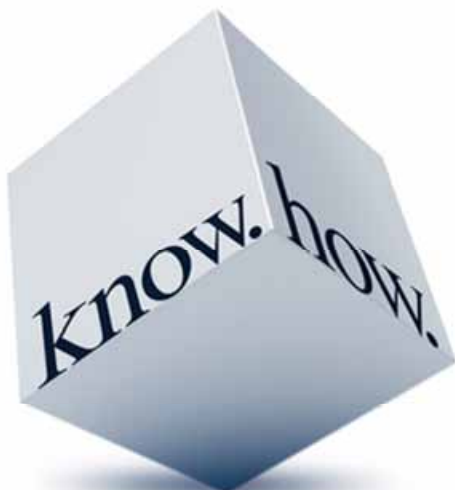




Ceridian Pay & People

Real Time Information



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Introduction

The following document outlines the functionality that will be introduced into Pay & People to support Real Time Information.

The document contains information regarding new data items, RTI submission to the HMRC and how to deal with correction or recalculations.

Employer Information

SA Unique Tax Reference and Corporation Tax reference will be added to the *Employer Details* screen as shown below. These are optional fields and should only be complete if applicable.

Employer Details

Employer Name: Titanium Systems
Address: 8th Floor, The Victoria, 150-182 The Quays
Town: Salford
County:
Postcode: M50 3SP
Telephone: 0161 988 8567
Fax:
Is this address also your delivery address? Yes No
Select Delivery Address: Please Select
Enter Recipient Name:
Is Multinational reporting used? Yes No
Multinational Code:
Tax Office Details

ECRN: E3999999a
Tax Office Name: Centre 7
Tax Office Number: 073
Employer PAVE Reference: T1003
HMRC Payments: Monthly Quarterly
HMRC Username: MJPIDJH4751Q
HMRC Password:
Account Office Reference:
Tax Year End Submission: Full Part None
SA Unique Tax Reference:
COTAX reference:
[Save](#)

Benefits In Kind

To enable the correct calculation of entitlement to Universal Credits and enable HM Revenue & Customs and the Department for Work and Pensions to verify payments with the BACS system, a new value is will be submitted with any pay elements identified as benefits taxed via payroll. To allow submission employers will need to identify using the new *Benefit In Kind* identifier any items which are benefit in kind taxed via payroll.

Edit Payment Type

Employer: All
Description: Medical Insurance
Units: 1
Amount: 0
Taxable:
Pensionable:
National Insurance:
Paid:
AEO/AO:
Benefit In Kind:
One off payment type:
Regular payment type with constant values:
Regular payment type with changing values:
Accounting System Code:
[Save](#)

Passport Number

The *Passport Number* is currently available on the personal details screen and equivalent new starter screen, previously this field only appeared when the option *Does employee have a work permit?* was ticked. This will be amended so that is permanently available.

The screenshot shows the 'Personal Details' form for an employee named Ann Howarth. The form is divided into several sections. The top section contains 'Employee' (Ann Howarth), 'Employee Number' (1412), 'Email', and 'Status' (Current). Below this is a section for personal information including 'Title' (Miss), 'Date Of Birth' (7 March 1985), 'First Name' (Ann), 'Middle Name', 'Surname' (Howarth), 'Gender' (Female), and 'Marital Status' (None). The next section is for contact information, including 'Address' (54 Ramsey Grove), 'Town' (Bury), 'County', 'Postcode' (BL8 2RE), 'Email', 'Home Email', 'Home Tel' (01617781092), 'Mobile Tel', 'Work Tel' (01617781021), and 'Extension No'. The bottom section contains 'NI Number', 'Does employee have a student visa?' (checkbox), 'Proof Of Eligibility' (None Entered), 'Proof Of Eligibility Comments', 'Passport Number' (highlighted in red), and 'Does employee have a work permit?' (checkbox). A 'Save' button is located at the bottom right of the form.

HMRC are requesting that the passport number be provided for new employees if the employer collects it as part of their checks that the employee is entitled to work in the UK.

It is not a mandatory field and other documents may be provided to prove entitlement to work in the UK or to receive a pension.

There is no requirement to obtain the passport number of pre-existing employees, or to obtain a new passport number following expiration for reporting to HMRC.

Irregular Payment Indicator

A new (optional) *Irregular Payment Indicator* is introduced to allow employers to indicate that an individual is not presently being paid and may not be paid for a period extending beyond 13 week. This marker instructs HMRC that the individual should not be treated as a leaver and the associated HMRC NPS record recorded as closed. This field will be added to the *Pay & Tax details* screen as shown below.

Primary Pay & Tax Details Return To Employee Summary | Long Term Hold Periods | Payment Types

Employee	Ann Howarth	Email	lynn.bedford@ceridian.com	Employee 3 of 5
Employee Number	1412	Status	Current	<input type="button" value=" <"/> <input type="button" value="<"/> <input type="button" value=">"/> <input type="button" value="> "/>

Company Titanium Systems
Pay Interval Monthly
Tax Code 810L
 Week 1 Month 1?
NI Category A-Standard Rate
 Married Woman's Reduced Rate Election Certificate Held?
 Certificate of Deferment Held?
 Is a Director?
Irregular Payment Indicator?
 Industrial Action?
 AEO/AO Admin Charge Amount: 0.00
 Holiday Method A?
 Proof of Pension Age?

Additional Statutory Paternity Pay

The following elements will be added to the *Notification of ASPP Absence* screen and the *Notification of ASPPA Absence* screen:

- Partner Surname or Family Name (74)
- Partner Forename or Given Name (75)
- Partner Second Forename or Given Name (77)
- Partner National Insurance Number (78)

This information must be supplied to support any ASPP / ASPPA claim.

Notification of ASPP Absence Return To Statutory Paternity Details List

Employee	Tony Howarth	Email	tony.howarth@titanium.com
Employee Number	1435	Status	Current

ASPP Details

Pay Interval	New Monthly	Stop Date	<input type="text"/>
Baby Due Date	<input type="text"/>	Stop Reason	<input type="text"/>
Baby Born Date	<input type="text"/>	Partner's First Name	<input type="text"/>
Notified Leave Start	<input type="text"/>	Partner's Middle Name	<input type="text"/>
Date Notified	<input type="text"/>	Partner's Surname	<input type="text"/>
Average Earnings	0	Partner's NI number	<input type="text"/>
SMP Start Date	<input type="text"/>		
SMP Stop Date	<input type="text"/>		
Transfer Due To Death	<input type="text"/>		

BACS Payment Random Number

For employees with a pay method of BACS each pay run a random number will be generated. This will be automatically added to the BACS and RTI submission for the client allowing the HMRC to verify the payment that has been made.

Create P11

To allow accurate submission for employees who are transferred to Ceridian Pay & People from other payroll systems the following fields will be added to the *Create P11* screen and new starter equivalent.

- **Old Payroll ID** - Enables HMRC to be notified that the Payroll-ID held on the NPS system is to be updated and informs HMRC of the identity of the former record for tracing purposes.
- **Gross earnings for NIC TD** - The existing field *Directors Gross TD* will be renamed and made available even when *Is Employee a Director* field is not ticked.
- **Benefits Taxed in Payroll TD** – For more information on benefits in kind see [Benefits In Kind](#). When transferring details from one payroll to another, there is a requirement to also transfer the year to date value of benefits taxed via payroll.

The screenshot shows the 'Create P11' interface for employee Tony Howarth. The employee's details include name, email (tony.howarth@titanium.com), employee number (1435), and status (Current). The 'Current Employment Pay & Tax Totals' section contains several input fields, with 'Old Payroll ID', 'Gross earnings for NIC TD', and 'Benefits Taxed in Payroll TD' highlighted with red boxes. Other fields include 'Is Employee A Director?', 'Total SMP', 'Total SSP', 'Total OSPP', 'Total SAP', 'Total ASPP', and 'Total Student Loan'. The 'Previous Employment Pay & Tax Totals' section shows 'Total Pay TD' and 'Tax Due TD'. On the right, the 'Amended Tax Codes (Box 1 from the P11)' section has a table with columns for 'Delete', 'Amended code', and 'Wk/Mth', and 'Add' and 'Delete' buttons.

Further Information

For more information on New Data Items for RTI see the following HMRC guide:

http://www.hmrc.gov.uk/softwaredevelopers/rti/RTI_Initial_Guidance-v2.0.1.pdf

RTI Submissions

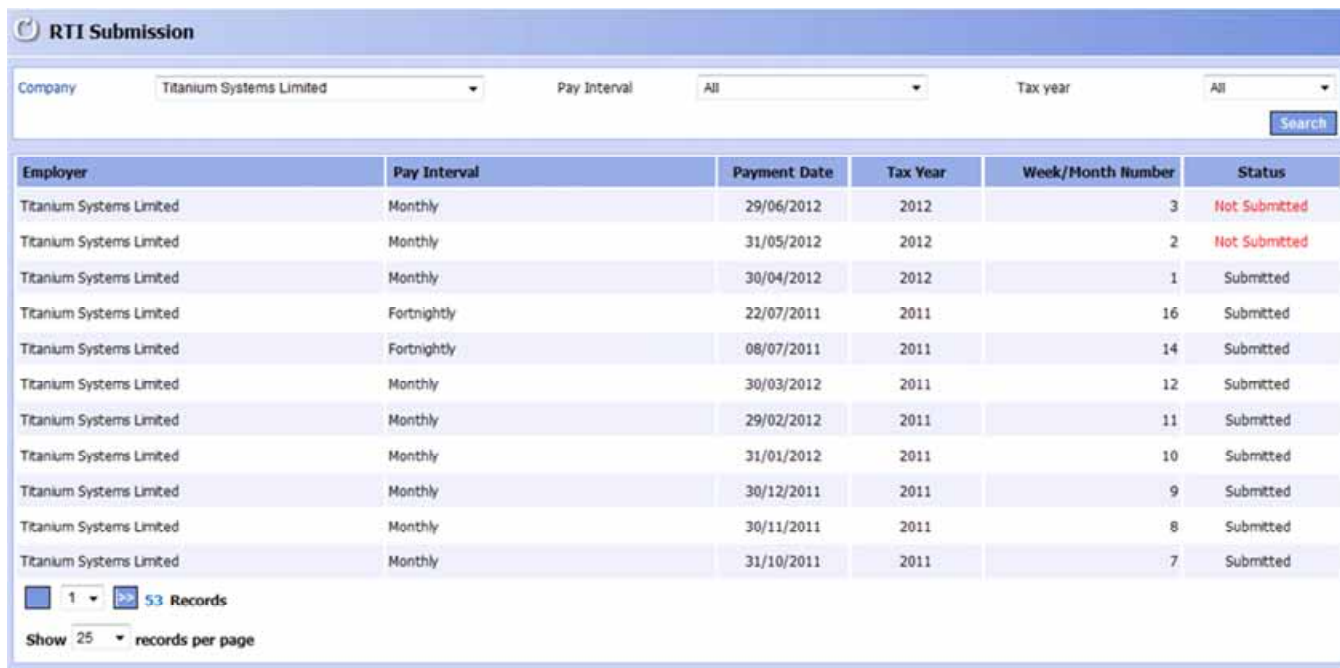
Ceridian Pay & People has been updated to allow the following types of RTI submissions:

- **Employee Alignment Submission (EAS):** Used by larger or more complex payrolls to undertake an exercise of aligning HMRC records on the NPS system with the employees within an employer's PAYE scheme (or schemes). This is a once off exercise that will be required by certain larger employer prior to commencing the regular submission of RTI data using the Full Payment Submission (FPS)
- **First Full Pay Submission** – Used by smaller or less complex payrolls to undertake an exercise of aligning HMRC records on the NPS system with the employees within an employer's PAYE scheme (or schemes). This is a once off exercise that will be required by prior to commencing the regular submission of RTI data using the Full Payment Submission (FPS)
- **Full Pay Submission (FPS):** Used to report regular RTI data in relation to employee payments, new starters, leavers and other regular electronic interactions that relate to employees.

NOTE. First Full Payment Submission and/or Employer Alignment Submission will be managed by your Pay & People Support Desk or Payroll Executive

Full Payment Submission

Within the *Pay Runs* menu a new *RTI submission* option will be added where RTI submissions can be made.



The screenshot shows the 'RTI Submission' interface. At the top, there are filters for 'Company' (Titanium Systems Limited), 'Pay Interval' (All), and 'Tax year' (All), with a 'Search' button. Below the filters is a table with the following columns: Employer, Pay Interval, Payment Date, Tax Year, Week/Month Number, and Status. The table contains 11 rows of data. At the bottom, there are pagination controls showing '1' of '53 Records' and a 'Show 25 records per page' dropdown.

Employer	Pay Interval	Payment Date	Tax Year	Week/Month Number	Status
Titanium Systems Limited	Monthly	29/06/2012	2012	3	Not Submitted
Titanium Systems Limited	Monthly	31/05/2012	2012	2	Not Submitted
Titanium Systems Limited	Monthly	30/04/2012	2012	1	Submitted
Titanium Systems Limited	Fortnightly	22/07/2011	2011	16	Submitted
Titanium Systems Limited	Fortnightly	08/07/2011	2011	14	Submitted
Titanium Systems Limited	Monthly	30/03/2012	2011	12	Submitted
Titanium Systems Limited	Monthly	29/02/2012	2011	11	Submitted
Titanium Systems Limited	Monthly	31/01/2012	2011	10	Submitted
Titanium Systems Limited	Monthly	30/12/2011	2011	9	Submitted
Titanium Systems Limited	Monthly	30/11/2011	2011	8	Submitted
Titanium Systems Limited	Monthly	31/10/2011	2011	7	Submitted

Payrolls will only appear in this screen once they have been processed. Selecting a period from the list will direct you to the RTI submission screen.

New Full Payment Submission	
Employer	Titanium Systems Limited
Pay Interval	Monthly
Week/Month Number	3

Once submit is selected the system will submit the full payment submission to the HMRC and if successful update the status on the RTI submission screen to submitted.

Once submitted successfully the submit button will no longer be available and the date and time of the submission will be added to this screen.

Once submitted a Full Payment Submission (FPS) cannot be amended, therefore FPS submissions should be made at the same time as the BACS submission. Any corrections using "Rollback" that are made prior to the submission will be reflected on the FPS submission.

The FPS submission contains each payroll employees this time and year to date values. Any changes made using "Rollback" after the FPS submission will be detected by the HMRC in the subsequent FPS submission as a change in the employee's YTD figures that do not match the this time increase.

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