Payroll Year End

Year Ending 5th April 2023

March 2023

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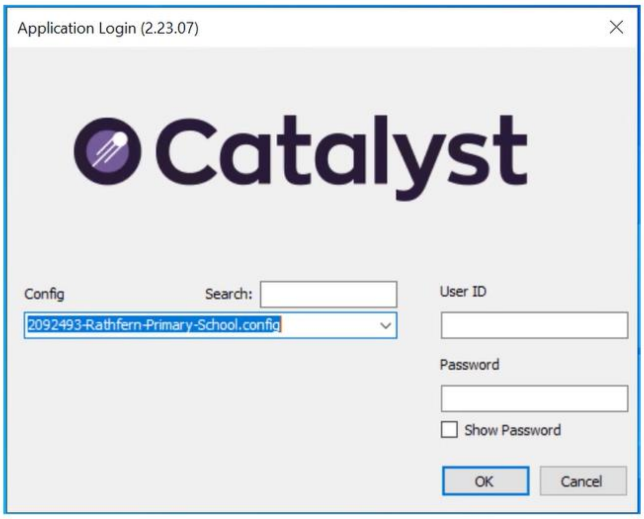
Please note that all screenshots included in this document are for demonstration purposes only. You should ensure that the data you have in your system is relevant to your own organisation.

1. Before Running the Year End

1.1 Check your software version number.

The version number will appear in the top left hand corner on the Catalyst log in form.



This should be v2.23.10 or above.

1.2 Complete Your Payroll for the Final Period

Complete all your payroll processing for the final period of the year and submit your FPS, as usual.

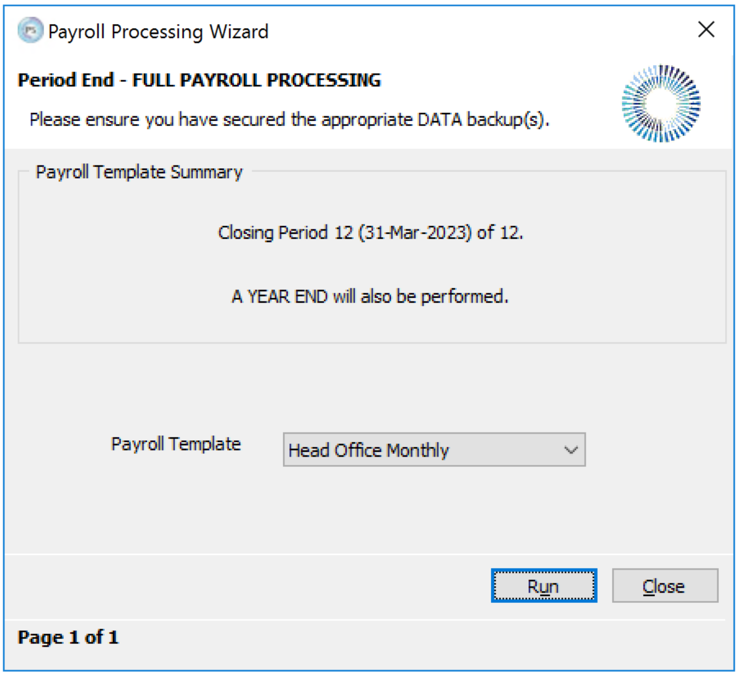
1.3 Secure a backup.

Before running the year end you *must* secure a year end backup.

2. Run the Year End

2.1 Run the Period End Process

Payroll > Functions > Period End Process.



The Period End wizard shows the current period which should be the final period of the year. You should also see the message **A YEAR END will also be performed**. Click **Run**.

The year-end processing is automatically carried out in addition to the usual period end.

3. Starting the New Tax Year

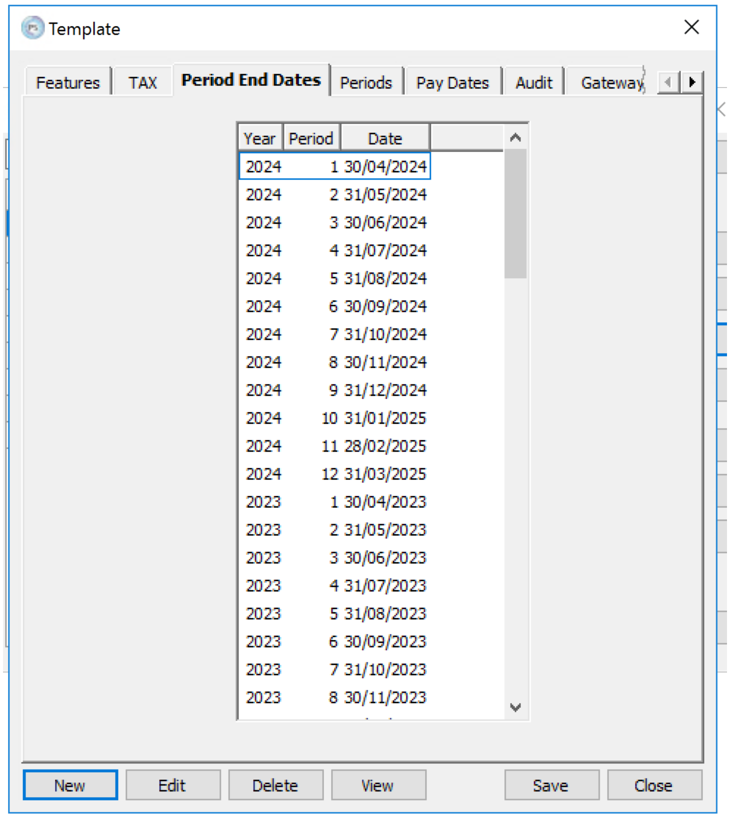
3.1 Upgrade your software

If you haven't already done so, you must **upgrade to Catalyst HR version 2.23.10** before processing payroll in the new tax year. See 1.1 Check Your Software Version Number**.**

3.2 Check Payroll System Dates

The year-end process will have rolled the period end dates over ready for the new year but you should check that these are correct.

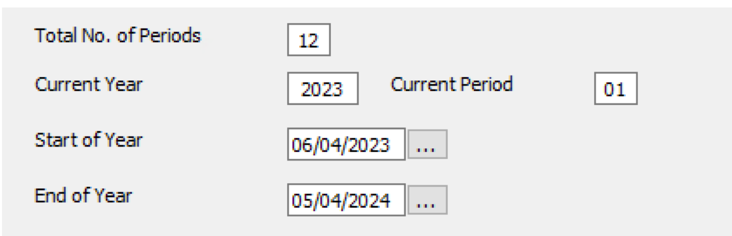
Payroll > Definitions > Module Setup > Template > Period End Dates



We advise keeping two years worth of period end dates to allow for any future entries.

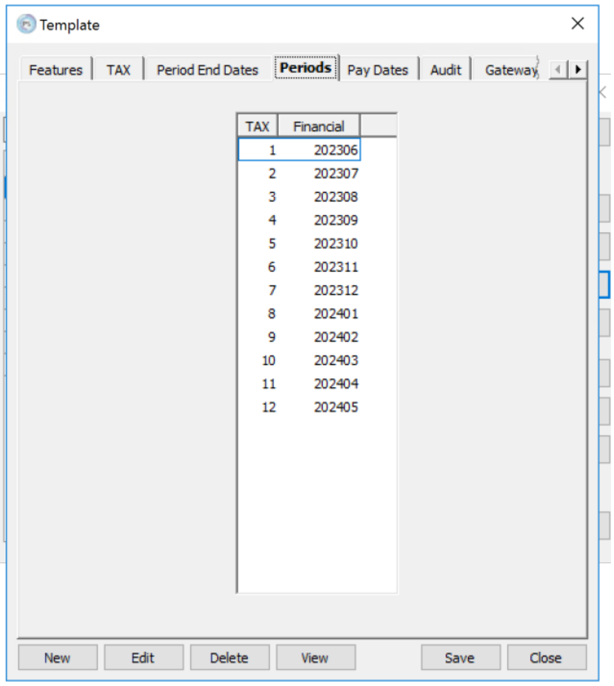
You should also check that the start and end dates of the new tax year are correct.

Payroll > Definitions > Module Setup > Template > Features



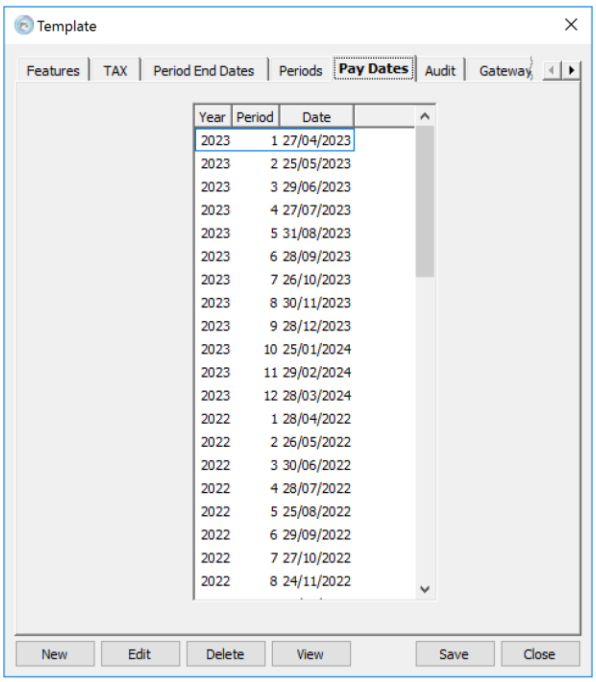
Check General Ledger integration periods correctly cross reference the payroll periods. (NB This step is not required, if you run PS Financials)

Payroll > Definitions > Module Setup > Template > Periods



Enter the Pay Dates, if you use these.

Payroll > Definitions > Module Setup > Template > Pay Dates



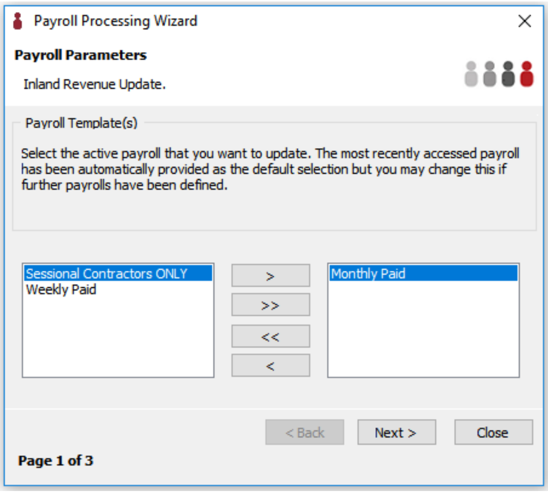
(Example of pay date – last Thursday in the month)

3.3 Update Legislative Information

IMPORTANT – You must update the legislative parameters for tax year 2023-2024 before processing any payroll in the new tax year.

Import the new legislation by **downloading the new legislation file** from our website and then using the **Parameter Import** to update each payroll template individually or all together.

Payroll > Functions > Parameter Import

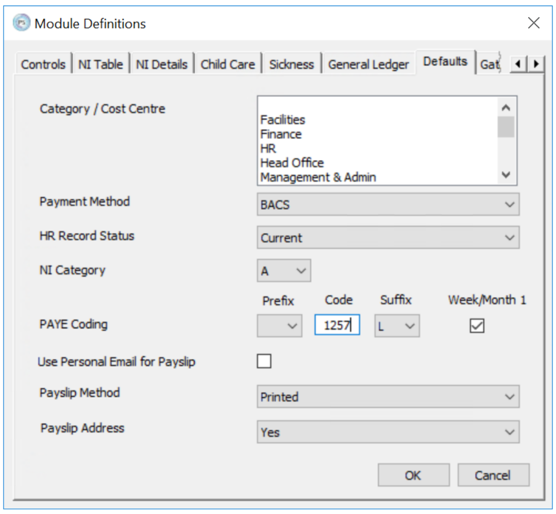


Check all the legislative parameters, including rates and bandwidths for tax, NI, student loans, apprenticeship levy, etc. before you process any payroll for the new year. Refer to HMRC Rates and Thresholds for Employers for further information.

A global Calculation must be run in order for the new thresholds to be used For more information see Apprendix 1

3.4 Check Payroll Defaults

Payroll > Module Setup > Module Definitions > Defaults



The payroll defaults are applied to every new employee record you create although you can, of course, change them on the individual employee's record. If you use this feature, check the tax defaults are correct.

3.5 Update Employee Tax Codes

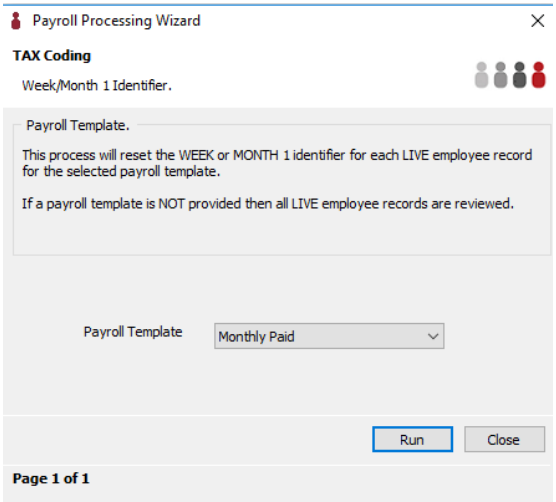
The emergency tax code for 2023-2024 is 1257L Week 1 /Month 1.

There are no **Global Tax Code Update** this year

3.6 Reset Week 1 / Month 1 flags

Reset the week 1 / month 1 flags for all employees

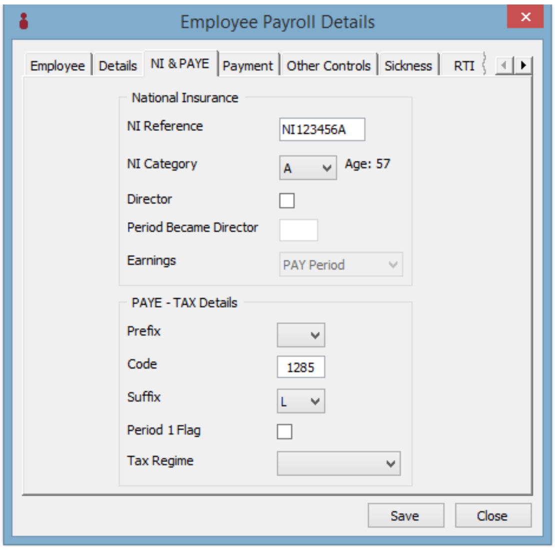
Payroll > Functions > Reset Week/Month 1 Flags



3.7 Update Individual Employee Tax Codes

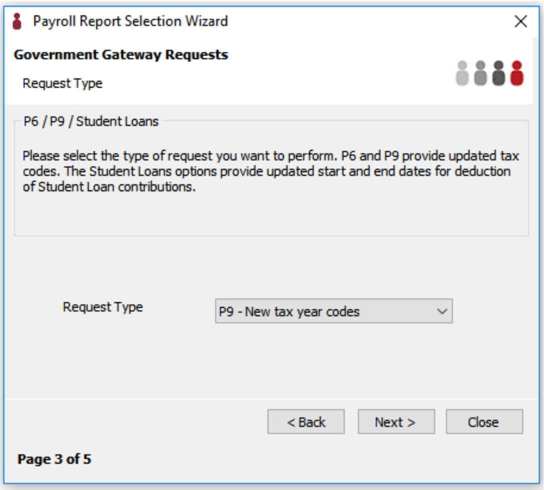
Amend individual employee's tax code where required.

HR Record > Payroll Details > Payroll Details > NI & PAYE



Alternatively, you can import the P9 information

Payroll > Pay Period Functions > Government Gateway Imports



See Government Gateway Imports for more information. Note that, you must select a **Tax Office Reference** and **Template** from the wizard before importing.

We would advise using the **Bar date 01/01/2023**

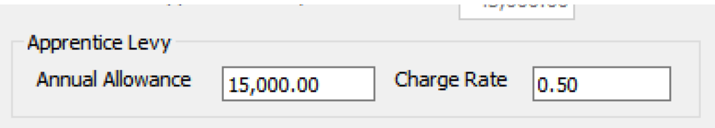
jane.people-help.online/payroll/functions/government-gateway-imports/

[For more information see Appendix 2](#)

3.8 Apprenticeship Levy

Payroll > Definitions > Module Setup > Module Definitions > NI Details

Check the parameters have been imported for the Apprenticeship Levy. Only amend **Annual Allowance**, if you wish to apportion your allowance across multiple companies.

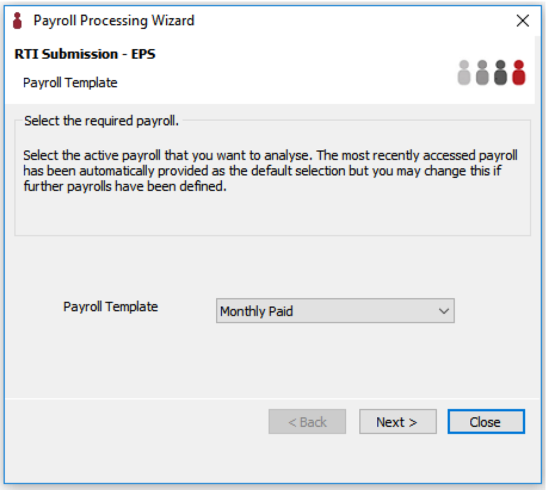


If your Apprentice Levy is appotioned by each Payroll Template the main allowance in the Module Definitions should be removed. Please check ALL individual Templates for individual values are all correct.

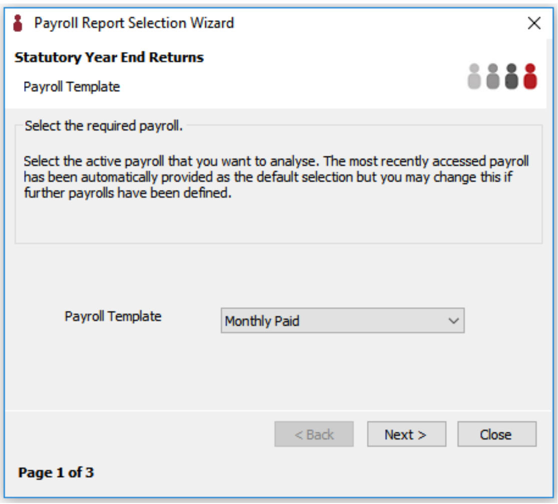
3.9 Submit the final EPS for last year.

Run and send the final EPS for the old tax year by 19th April.

Payroll > Functions > RTI Submission EPS



Payroll > Functions > Government Gateway Transfers

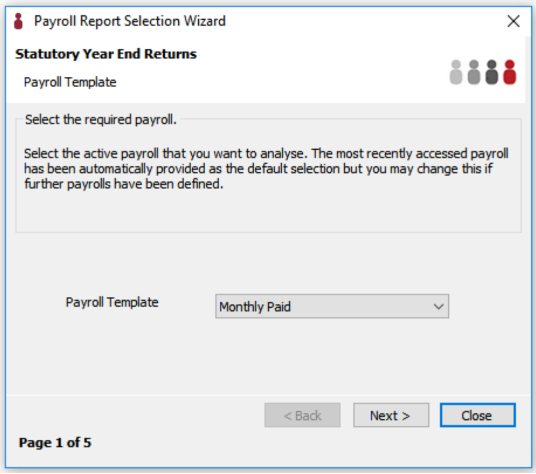


3.10 P60

You must give a P60 to every employee who is working for you on 5th April 2023 by the 31st May 2023. You do not need to give them to employees who have left before the 5th April 2023.

Ensure you are using the correct layout for the 2022-23 tax year. You can either email or print the P60s.

Payroll > Reports > Pre-printed stationery > Year End Returns



For more information see Appendix 3

3.11 P60 for the Self-Service Portal

For users of the Self-Service Portal, employees can download and print a copy of their own P60 any time.

To add this year's P60 format to the Portal, make a copy of the relevant P60 .rpt file and save it in the Windows application in the Company Documents store.

3.11.1 Obtain the P60 .rpt file.

The P60 .rpt files for various years can usually located in the following folder depending upon your installation:

C:\Program Files (x86)\Jane\common\Reports

and latest file for Tax Year 2022-23 is named:-

PAY15-m_P60 2023.rpt

Alternatively, if you cannot find the .rpt file in the suggested folder or do not have access to the installation folders, you can download it from our website. How To > Payroll > Yearly Tasks > Year End April 2023. On here it is named:

PAY15-m_P60 2023.rpt

3.11.2 Rename the P60 .rpt

a. Copy and Save the format you wish to use to a secure location.

b. Rename the P60 file from

“PAY15-m_P60 2023.rpt” to **SS-P60-2022.rpt** or

“PAY15 P60 2023.rpt” to **SS-P60-2022.rpt**

NB the Year on the SS P60 will be the current Year, which has just ended

If you use the start of the tax year it’s 2022 and if you use the end of the tax year it’s 2023

c. Add the rpt to the Company Documents

Home > System Setup > Housekeeping > Company Documents

- Select **New**
- Browse and locate the saved **SS-P60-2022.rpt** file
- Open
- Do you wish to only make SS-P60-2022.rpt available to all Jane HR users?
- No
- Close

The P60 is now available on the Portal.

Repeat the above steps, if you require any other year formats:

SS-P60-2019.rpt
SS-P60-2020.rpt
SS-P60-2021.rpt

3.12 Statutory Childcare Payments

The Rate for Statutory Maternity Pay (SMP), Statutory Adoption Pay (SAP) Statutory Paternity Pay (SPP) and Statutory Shared Parental Pay (SHPP) is increasing with effect from the 6th April to £172.48 pw from £156.66 pw.

Any statutory Child Care payments already created in the fixed payment and deduction window for period 1 onwards will need to be manually updated to reflect the increase in these rates.

4. Late FPS

If an employee's Taxable, Tax Paid, Student Loans or Child Care values need to be amended then you can do this using HR Record > Balances > P60.

If an employee's or employer's NI values need to be amended, you can do this using HR Record > Balances > NI.

Once corrections have been made a submission can be created using:
Payroll > Functions > RTI Submission – Late FPS

Late FPS cannot be submitted until after the 19th April.

If you wish to report an error in your end of year EPS then you can correct the data and resend the EPS.

5. Deadlines

Final FPS	– on or before your employees' pay day
Install Catalyst HR version 2.23.07 or above	– before 6th April
Update Employee Tax Codes	– from 6th April
Final EPS	- before 19th April
Late FPS	- after 19th April
Give employees a P60	– by 31st May

Appendix 1 Parameter Import

You need import legislative parameters.

To import the tax, national insurance and other legislative parameters:

1. Download the file that contains the statutory values for the tax year.
   For the statutory values applicable from 6th April 2023, you will find the file posted in the Catalyst help website named **statapr2023.txt**

2. Click Payroll > Start Tax Year Functions > Parameter Import.
   A wizard guides you through the process to import the parameters from the file you download.

   On the first page of the wizard, select the templates you want by highlighting them in the list. Click the **>** button to move them to the list on the right. Alternatively, you can update all the templates by selecting the **Updates entries applicable to ALL payroll templates** check box on the next page of the wizard.

   On the third page of the wizard, specify the fill path name and filename of the downloaded parameter file. Ensure the file has been unzipped. You can use the lookup button to find and select the file.

   After you click **Finish** and confirm, the new parameter values are imported into the system.

   Check the values before you proceed with the payroll.

Appendix 2 Government Gateway Imports

Use this wizard to import P6 and P9 tax code notice data and student loan and Post Graduate loan data in **Authorisation Centre** and make it available for you to authorise its import into the software.

Before you can use this wizard, you must set up the transfer template for the data.

This wizard has five pages.

1. Select the tax office reference associated with the data you wish to import.
2. Select the payroll template which has the HMRC credentials required to login and download the data. The templates displayed in this list are those you set up in the **Templates** window (**Payroll > Module Setup > Template**).
3. Select the data you want to import from the **Request Type** drop down- list. You can select P6, P9, student loan start dates, student loan end dates, post graduate start dates or post graduate end dates.
4. Select the transfer template for HMRC Download updates from the **Transfer Template** drop-down list.
5. If this function has not been used before or has not been used for some time, outdated information may be downloaded. If you enter a date here, only HMRC notices after that date will be downloaded.

Click the **Run** button to start the wizard. A message is displayed, asking you to confirm you want to continue. Click the **Yes** button to confirm you want to proceed.

The next step is to authorise the import of the data in the software, by using the workbench in **Authorisation Centre** (using **Standard Authorisation** and the **Amending Existing HR Record** option).

NB for **P9s** we would advise using the **Bar date 01/01/2023**

Appendix 3 Year End Returns

This wizard guides you through printing various reports for the year end or prepares your end of year file for submission to the government gateway.

NOTE: Before you process any P60s:

1. Ensure you have up to date print layouts.
2. Ensure the correct year ending is set in the **Year Ending** field on the **Gateway** tab of the Module Definitions window (**Payroll > Module Setup > Module Definitions > Gateway**). If the wrong year end is set, it can affect the data presented in reports.

On page 1, select the template from the drop-down list. Employees linked to the template are included in the report.

On page 2, select a year to be included. Note that the default year shown is the current year of the selected template, so you may need to change this if you require prints for the previous year's data.

On page 3, choose a year to be printed on the report in case this different from the data year.

On page 4, select the type of report you want to produce.

P35

This is a simple summary report of the figures used on the P35.

On page 5, you can select to include any additional templates. All the employee records in the additional templates you select are also included in the report.

P60

A P60 should be given to every employee by the end of May following the end of the tax year to which it applies.

On page 5, you can select an individual employee. This can be used to print a copy of a P60 for an individual. If this is left blank, all the employees in the selected template are included.

TO EMAIL

On page 6, you can select to email P60s to employees rather than print them by selecting the **Email** check box.

The email address used for each employee is the same as the one for payslips and is determined by:

Payroll > Definitions > Module Set Up > Module Definitions > Defaults tab

If **Use Personal Email For Payslip** is checked the P60 will be sent to the HR Record > Address Sheet > Home Address > **Email**

If **Use Personal Email For Payslip** is not checked the P60 will be sent to the HR Records > Personal Details > **Email Address**

Before P60s can be emailed, a valid email address must be set up for every employee. You can use the **Queries** tool to help identify employees without an email address.

In **File Location,** type the full path name and filename. This is where the P60 file is created before it is attached to the email and sent. For example, if you enter **c:\temp\P60.pdf**, a single file called **P60.pdf** is created, which is overwritten by the one created for the next employee after the first has been emailed. By incorporating the employee's reference into the filename, you can create a file for each employee. For example, **c:\temp\P60<EMP_ID>.pdf** produces P60001.pdf, P60002.pdf, P60003.pdf, and so on.

In **Report Location,** type the name of the Crystal Reports layout. You can use the browser button to select the correct layout. For tax year 2021-22, use **c:\program files\Jane\common\reports\PAY15-m_P60 2023.rpt** (NB path name dependant upon your installation)

On page 7, enter the **Subject** and **Body** text you want to appear in the email. Fields from the HR record can be substituted by using the format *<FIELD_NAME>.* For example, <KNOWNAS> sends an email containing the data in the **Known As** field, such as Dear John Smith.

On page 8, you can select a query that has to be satisfied before an employee is included. Note that selection criteria in the query overrides the selection of the individual template on page 1 of this wizard. Therefore, if you include a query, the template should be part of the query's selection criteria.

Click **Run** and the P60s are emailed. If you use Microsoft Outlook on your local machine to email, you might have to respond to a dialog box for each email sent.

TO PRINT

On page 6, do you not select the **Email** check box.

On page 7, you can select a query that has to be satisfied before an employee is included. Note that selection criteria in the query overrides the selection of the individual template in page 1 of this wizard. Therefore, if you include a query, the template should be part of the query's selection criteria.

The Report Confirmation window gives you a choice of different report layouts for the P60.

For 2022-23, there is just one layouts:

- **m_P60 2023** – prints on plain A4 paper or for emailing as a PDF

P14

Only employers with special permission from HMRC can file paper P14s for their annual returns. All other employers are required to file their annual returns online.