



EARNIE

Release Notes

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Welcome

Welcome to Summer Release 2011.

This document contains details on the following amendments:

- Holidays when linking to HR Manager
- Display P45 & P46 Sent Date
- Log report of in-year movements
- Statutory Payments button
- P46 (Expat)
- Absence Diary - Override SSP for non-payment
- Year-end filing warning
- ASPP - part week calculations
- ASPP – withheld due to SSP
- New report Multiperiod Payroll Analysis with Factor Breakdown
- Enable the Send P45/P46 button for new employee
- Other Issues

Holidays when linking to HR Manager

A number of users have reported issues with holiday recording when linking to HR Manager. To resolve these, a new tick box, **Link Holidays**, has been added to the **Company** tab of the **Company Options screen**, accessed via the **Company** menu. This provides the choice of whether or not to link holidays between the systems.

Link Holidays is ticked by default when the **HR Synchronization** field is first set to **On** or if the **HR Synchronization** field is set **On** when this update is installed. Un-ticking it will enable you to stop any holiday information being transferred between payroll and HR Manager.

IMPORTANT: Holiday information will continue to pass data between the two systems after the update has been installed. The **Link Holidays** box must be un-ticked after installing this update if you want to stop holiday information being transferred. The Summer 2011 update of HR Manager will also need to be installed before this change can take place.

After un-ticking **Link Holidays** we would recommend that holidays be administered in one system or the other.

Display P45 & P46 Sent Date

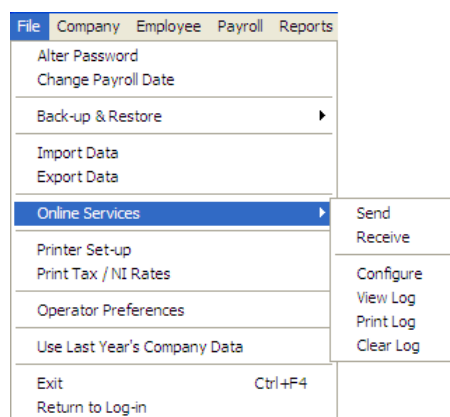
When a **P45 Part 3**, **P46**, **P46 (Pen)** or **P46 (Expat)** is submitted successfully to the HMRC, the date of the submission will be recorded in **Employee Details**, in the title section of the **Send P45/P46** screen.

The **Send P45/P46** button on the **Tax/NI** tab of **Employee Details** will be enabled at all times so that this detail can be viewed as needed. Previously this button was disabled after a successful **P45 Part 3**, **P46 (Pen)** or **P46 (Expat)** submission.

Log report of in-year movements

A new log process has been added to the payroll, to record when a **P45 Part 1**, **P45 Part 3**, **P46**, **P46 (Pen)**, **P46 (Expat)** and a **Works Number Update** have been submitted successfully to the HMRC online.

The log can be found on the **File - Online Services** menu and applies to the current company only:



View Log

To view the log, click on the **File** menu, select **Online Services** and then **View Log**.

The screenshot shows a dialog box titled "View In-Year Movement Submission Log Options". It has a blue title bar with a close button. The dialog is divided into three main sections: "Include", "Dates", and "Employees". In the "Include" section, there are two dropdown menus: "Submission Type" (set to "All") and "Operator" (set to "All"). The "Dates" section has two text boxes: "From" (set to "01/01/2011") and "To" (set to "07/06/2011"). The "Employees" section has two radio buttons: "All Employees" (which is selected) and "Selected Employees". At the bottom of the dialog, there are two buttons: "View" and "Close".

In the **Include** section, click the arrow to select the type of submission you are looking for, or leave the selection at **All** to view all types. You can also select a particular **Operator** if you need to, or leave it to show **All** operators.

Select a **From** and **To** date in the **Dates** section to filter the entries in the log even further, and finally select **All** or **Selected** employees.

When your options are set click the **View** button.

Print Log

To print the log, click on the **File** menu, select **Online Services** and then **Print Log**.

The screenshot shows a dialog box titled "Print In-Year Movement Submission Log". It has a blue title bar with minimize, maximize, and close buttons. The dialog is divided into four main sections: "Include", "Dates", "Employees", and "Printer". The "Include" section has two dropdown menus: "Submission Type" (set to "All") and "Operator" (set to "All"). The "Dates" section has two text boxes: "From" (set to "01/01/2011") and "To" (set to "07/06/2011"). The "Employees" section has two radio buttons: "All Employees" (which is selected) and "Selected Employees". The "Printer" section has a dropdown menu for "Current Printer" (set to "\\MAIN\HHP LaserJet 1100 (MS)") and a spinner box for "Number of copies" (set to "1"). At the bottom of the dialog, there are four buttons: "Print", "Preview", "Export", and "Close".

In the **Include** section, click the arrow to select the type of submission you are looking for, or leave the selection at **All** to view all types. You can also select a particular **Operator** if you need to, or leave it to show **All** operators.

Select a **From** and **To** date in the **Dates** section to filter the entries in the log even further, and select **All** or **Selected** employees.

Select the printer you wish use from the drop down, and the number of copies you want to print, and then select **Print**, **Preview** or **Export**.

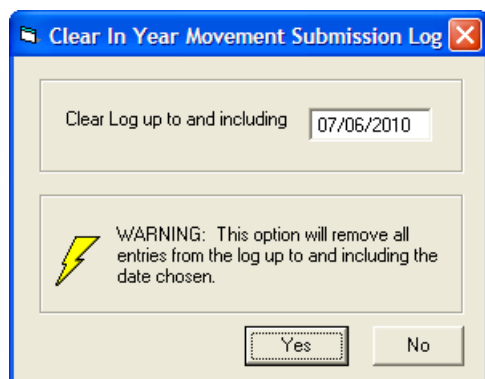
Print – prints the report

Preview – creates a preview of the report to the screen

Export – provides various options for exporting the report

Clear Log

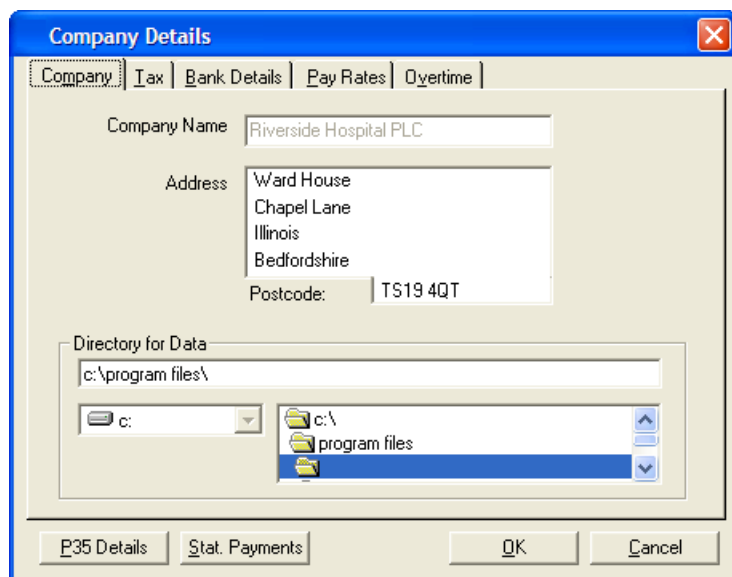
This option will remove all entries from the log up to and including the date chosen, for the current company only.



NOTE: When an employee is removed either when clearing History or deleting an employee record, their log entries will also be deleted.

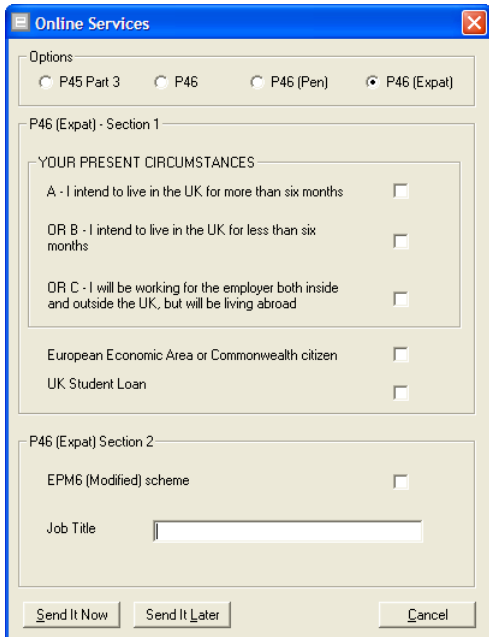
Statutory Payments button

The **Statutory Payments** button has been moved to the bottom of the **Company Details** screen so that it is accessible from every tab.



P46 (Expat)

An option to send a **P46 (Expat)** to HMRC has been added to **Online Services**. This screen opens when you click on the **Send P45/P46** button on the **Tax/NI** tab in **Employee Details**.



The screenshot shows a web browser window titled "Online Services". At the top, there are radio buttons for "Options": "P45 Part 3", "P46", "P46 (Pen)", and "P46 (Expat)". The "P46 (Expat)" option is selected. Below this is "P46 (Expat) - Section 1" with a heading "YOUR PRESENT CIRCUMSTANCES". It contains three radio button options: "A - I intend to live in the UK for more than six months", "OR B - I intend to live in the UK for less than six months", and "OR C - I will be working for the employer both inside and outside the UK, but will be living abroad". Below these are two checkboxes: "European Economic Area or Commonwealth citizen" and "UK Student Loan". "P46 (Expat) Section 2" follows, with a checkbox for "EPM6 (Modified) scheme" and a text input field for "Job Title". At the bottom are three buttons: "Send It Now", "Send It Later", and "Cancel".

P46 (Expat) forms are used when an employee has been seconded to work in the UK, i.e.

- individuals working wholly or partly in the UK for a UK-resident employer on assignment while remaining employed by an overseas employer
- individuals assigned to work wholly or partly in the UK at a recognised branch of their overseas employer's business
- individuals included in an employer's dedicated expatriate PAYE scheme
- individuals included in an employer's expatriate modified PAYE scheme

The employee must sign the **P46(Expat)** form, selecting one of three statements describing his current circumstances. The employer must then send the information to HMRC.

There is also a new plain paper report which prints the **P46(Expat)** details in a similar format to the official HMRC form. This report is for employers to have a paper copy which the employee can sign and the employer can keep on file – it is not intended to be sent to HMRC as a substitute for the official form.

Absence Diary - Override SSP for non-payment

In the **Absence Diary**, on the **Absence Entry** screen, a new **SSP Withheld** field has been added to record a reason for withholding SSP. If this is used, the payroll will not pay SSP for the Sickness Period.

NOTE: The **Employee Absence Listing** report will now also print the reason for withholding SSP.

Year-end filing warning

If a year-end return has not been filed for a company, the payroll now provides warnings just before and after the online filing deadline of 19 May.

The warning will appear from 1 May of the following tax year, when logging in to a company that has not filed a year-end return for the previous tax year.

For example, if you log into a company on 13 May 2011, and have not completed a year end return for 2010/2011, you will see this message:

If you log in after 19 May, the message will remind you that you should have submitted a return by 19 May.

If you want to stop this message appearing, place a tick in the **Don't show this warning again** box. The warnings will be reset so that if they were disabled in previous tax years, they are re-enabled in the new tax year.

If the company is new and has never gone through a year end, the warnings will not appear. The warnings only appear for existing companies where payment records exist in that tax year.

ASPP - part week calculations

The current ASPP (Additional Statutory Paternity Pay) process only allows payment in whole weeks. The system is now able to deal with making the final payment(s) in weeks and days; once all the full weeks have been paid, the 'days' portion will be paid.

When all weeks of ASPP have been paid, the payroll will check to see if there are any days to pay and if they can be paid in the current pay period, based on the tax calendar.

For example, if the weeks have all been paid, there are an extra 5 days to pay and there are 20 days remaining before the end of the period, all will be paid. If there are only 2 days left in the pay period, 2 days will be added to the weekly ASPP payments and the remaining 3 days will be paid in the next pay period.

ASPP – withheld due to SSP

Payment of ASPP will be withheld for any week where an employee is paid SSP. This will reduce the overall number of weeks/days to pay ASPP.

New report Multiperiod Payroll Analysis with Factor Breakdown

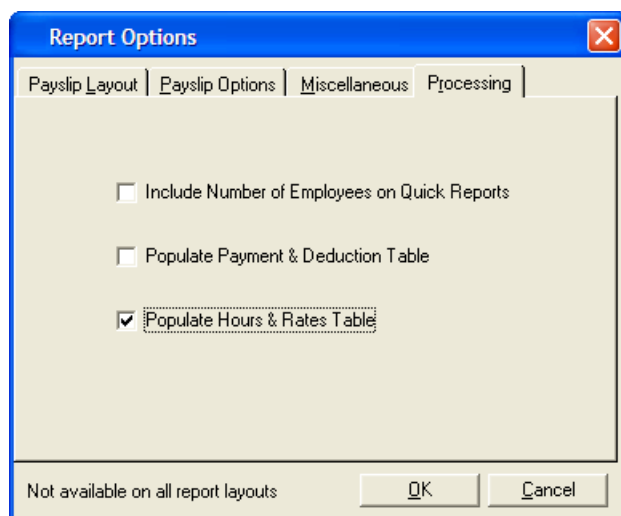
A new **Multiperiod Payroll Analysis with Factor** Breakdown report has been added to the library. It allows printing by employee for multiple pay periods and also prints hourly payments at factor level.

The new report can be found in the **Multi Period** section of **Library Selection**.

When selected from the library the report will be printed from **Reports – Print Multi Period Reports**.

The report will print at employee level but can be printed to department or company level and will always print in department/code order.

Note: The Factor section will only be populated if the **Populate Hours & Rates Table** option is set. To get here, select **Reports, Report Options** and click on the **Processing** tab.



Enable the Send P45/P46 button for new employee

When adding a new employee, the **Send P45/P46** button on the **Tax/NI** tab of **Employee Details** will now always be enabled. However, the **Employee Details** will need to be saved before you can use it.

Other Issues

Company Details

71082 The Statutory Payments button has been moved next to the P35 button making it available from any tab in Company Details

HMRC Validation

71772 SMP/SAP cannot be set up for leavers

71773 A warning has been added to the diary to prevent more than 10 KIT days being recorded

Email Payslips

72283 Print button for results has been replaced

Holiday Setup

71218 It is possible to manually amend Holiday Accrued without affecting Holiday Taken

Software available from EARNIE



EARNIE Intro

Easy to use payroll software designed specifically for smaller businesses up to 30 employees



EARNIE Business

SuiFlexible payroll software to adapt to your growing business needs up to 100 employees



EARNIE Executive

Payroll software designed to manage your specific business requirements for up to 1,000 employees



EARNIE IQ

Highly flexible, SQL based payroll software, suitable for the most demanding payroll requirements for up to 10,000 employees



IRIS HR Manager

The easy way to keep employee data up-to-date

Stationery order line

☎ 0844 815 5677

HMRC online service helpdesk

☎ 0845 605 5999

☎ 0845 366 7828

@ helpdesk@ir-efile.gov.uk

HMRC employer helpline

☎ 0845 7143 143

HMRC new employer helpline (for new business)

☎ 0845 607 0143

Sales

☎ 0844 815 5677

☎ 0844 815 5680

@ sales@earnie.co.uk

Support

☎ 0844 815 5671

☎ 0844 815 5675

@ support@earnie.co.uk



Optional Features	2 weekly 4 weekly pay frequencies	Yes
	Directors National Insurance	Yes
	Contracted-out Pension Deductions	Yes

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