

# Payroll

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- Living Wage / National Minimum Wage Changes (April/May)

# Checklist

## Payroll Check List

1. [New Starts](#)
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3. [National Minimum Wage Changes / Living Wage Changes](#)
4. [Wage Changes](#)
5. [Holidays / Sick Days](#)
6. [Create Pay Run](#)
7. Hours Change
8. Overtime
9. Bonuses
10. Get Management Sign Off
11. Post and Send Payslips
12. Make Any Amendments
13. Upload to Bank
14. Add NI and Tax Payment to Bank
15. [OPTIONAL] Send P45's
16. Send Nest File

# Employees

# Adding a New Employee

## Required Information

To add a new employee you need the following employee's information first. **This information can either be found in the employee's new start form or in their contract.**

Field	Example
Title	Mr
First Name	Joe
Surname (Last Name)	Bloggs
Personal Email Address	joe.bloggs@gmail.com
Date of Birth	22/05/1986
National Insurance Number	AB123456C
Gender	Male
Home Address	123 A Random Street, Glasgow, G1 8RY. Scotland
Off-Payroll Worker	No*
Start Date	01/05/2022
Contract Type	Hourly or Salaried
Pay Rate	Salaried Example - £24,000 Per Year Hourly Example - £10.50 Per Hour
Number of Hours Per Week	40 Hours
Pay Frequency	Weekly, Monthly, Fortnightly etc (default is Monthly)

<b>Has Private Pension?</b>	No**
<b>Job Title</b>	Professional Guy
<b>Phone Number</b>	07712341234
<b>Emergency Contact</b>	<b>Name:</b> Jane Blogs <b>Phone Number:</b> 01236 712345
<b>P45 If the employee has one</b>	No
<b>Does Employee have a student loan to pay off?</b>	If yes... <b>Plan Type, Start date and End date are required</b>

\*An **Off-Payroll Worker** is usually a **contractor paid by invoice**, we do not use payroll to manage contractors.

**\*\*Private Pensions** - By default our system use Nest as our Pension supplier, employees have the option of us paying directly into their own private pension. This will usually be described in the employees contract.

# Process for Adding a New Employee

## Employee Details Screen

1. From the top navigation menu go to "Payroll > Employees"

Matic Media Services Ltd ▾

Dashboard

Business

Accounting

Payroll

Contacts

Matic Media Services Ltd

Overview

Employees

Time off

Timesheets

Pay employees

Pension filings

RTI filings

Taxes & filings

2. From the Employees Screen click "Add Employee > Add New"

Employees

Current

History

Current Employees

Download PAYE Reports ▾

Add Employee

Invite to My Payroll

Share P60

Search Employees

Add New

Bulk Upload

<input type="checkbox"/>	First Name	Last Name	No.	Email	Pay Calendar	Next Pay Day	
<input type="checkbox"/>	Adrian	McCombe	5	adrianmccombe@yahoo.com	Monthly	27 May 2022	P60

3. Fill in the Start Form from the collected information in the [Required Information step](#)

### Add an employee ✕

Title	First name	Middle name (optional)
Mr	Test	

Last name

McTest

Date of birth

22 / 5 / 1986

Gender

☒ Male ☐ Female

36 years old

Home address

Address Line 1

123 A Random Street

Address line 2 (optional)

Town or city

Glasgow

County (optional)

Please select ▼

Postcode

G1 8RY

4. You will then be show an incomplete Employee

Employee Name <b>Test McTest</b> ▾	<div><div>✓ Details</div><div>2 Employment</div><div>3 Taxes</div><div>4 Pension</div></div>	Setup <b>Incomplete</b>							
Details	Employment	Taxes	Pension	Time Off	Pay	Payslips	Pay Template	Opening Balances	Notes

5. On the employees Details screen

1. Enter the employee's Personal Email Address
2. Check the box for Invite to My Payroll
3. Enter the Employee's Job Title
4. Enter the Employees Phone Number

Email address (required for inviting to My Payroll)

joe.bloggs@gmail.com



Invite to My Payroll

Allow your employee to log in and view payslips, request time off or submit timesheets. Learn more about My Payroll at [Xero Central](#).



Approve Time Off

Job title (optional)

Professional Guy

Primary phone number (optional)

07712341234

6. Click on Add Emergency Contact

[+ Add emergency contact](#)

1. Enter the emergency contact information (Name and Phone Number is enough)



**Emergency contact**  
**Name (optional)**  
  
**Relationship (optional)**  
  
**Phone number (optional)**  
  
**Email (optional)**

7. Click "Save & Next"

Save & Next

## Employee Employee Screen

Steps...

1. [Enter the Fields as below...](#)
2. [Enter the Salary and Wages](#)
3. Click "Save and Next"

Save & Next

Fields

<b>Employee Number</b>	<p>This needs to be a unique number, pick the next number from the Employees Screen</p> <p>e.g. in the example below it would be 95</p> <table><tr><th>First Name</th><th>Last Name</th><th>No.</th></tr><tr><td>Adrian</td><td>McCombe</td><td>5</td></tr><tr><td>Andrew</td><td>Roddie</td><td>79</td></tr><tr><td>Brendan</td><td>Caldwell</td><td>94</td></tr><tr><td>Brian</td><td>Johnston</td><td>72</td></tr><tr><td>Frances</td><td>McCorry</td><td>57</td></tr><tr><td>Gary</td><td>Leckie</td><td>26</td></tr><tr><td>Graham</td><td>Halley</td><td>64</td></tr></table>	First Name	Last Name	No.	Adrian	McCombe	5	Andrew	Roddie	79	Brendan	Caldwell	94	Brian	Johnston	72	Frances	McCorry	57	Gary	Leckie	26	Graham	Halley	64
First Name	Last Name	No.																							
Adrian	McCombe	5																							
Andrew	Roddie	79																							
Brendan	Caldwell	94																							
Brian	Johnston	72																							
Frances	McCorry	57																							
Gary	Leckie	26																							
Graham	Halley	64																							
<b>Employment Start Date</b>	The date the employee started. Fill this in from the details collected in <a href="#">Required Information</a>																								
<b>Payroll Calendar</b>	This is how often we pay the employee, as standard it is paid Monthly																								
<b>Paid Intermittently</b>	Their pay is intermittent e.g. long term sick or 0 hour contract																								
<b>Holiday Group</b>	Leave this as None																								
<b>Employee Group</b>	Leave this as None																								
<b>National Insurance Number</b>	Fill this in from the details collected in <a href="#">Required Information</a>																								
<b>NI Category</b>	This should be NI category A unless the employee has let us know otherwise																								

Filled in Example


Employee number 

11

Employment start date

01 May 2022 

Payroll calendar

Monthly 

Paid intermittently 

☐ Yes

Holiday group

None 

Employee group

None 

---

National Insurance number

AB123456C

National Insurance category

[Change category](#)

**NI category A**

Unsaved



All employees, apart from those eligible for another category

 [Learn more about National Insurance rates and categories](#) 

## Salary and Wages

1. Click "Change Salary and Wages"

Salary & wages

Change salary and wages

2. Enter "**Regular Hours**" as the earnings type
3. Choose whether they are Annual (Salaried) or Hourly paid - [as in Required Information](#)
4. Enter their hourly or salaried wage - [as in Required Information](#)
5. Enter the number of hours they work per week - [as in Required Information](#)
6. Enter the employee start date - [as in Required Information](#)
7. Click "Confirm"

Confirm

Example Filled in...

### Salary and wages

×

Regular earnings type

Regular Hours ▾

☒ Annual Salary ☐ Hourly Rate

Annual salary amount

24000

Standard hours per week

40

Effective date

01 May 2022 📅

Cancel

Confirm

# Taxes

There are two methods for setting up an employees Tax, with or without a **P45**

Steps...

## Employee has a P45

<b>Starter declaration</b>	a) First job in this tax year b) Currently only working in this job (not their first job in this tax year) c) They are working more than one job
<b>Tax Code</b>	Match tax code with p45
<b>Previous taxable pay</b>	From the p45 copy over the previous taxable pay and previous tax paid (BOX 7 on P45)

## Employee does not have a P45

<b>Starter declaration</b>	a) First job in this tax year b) Currently only working in this job (not their first job in this tax year) c) They are working more than one job
<b>Tax Code</b>	Let the default tax code entered automatically by xero do the work

## [OPTIONAL] Student Loans

To add a student loan...

[+ Add new student loan](#)

<b>Student Load Type</b>	Collected in <a href="#">required information</a>
<b>Start date</b>	Collected in <a href="#">required information</a>
<b>End date</b>	Collected in <a href="#">required information</a>

Once all tax information is completed click "Save and Next"

**Save & Next**

# Pension

Employees are given the option to pay into the company pension scheme, ours is run by Nest but if employees have a private pension they can pay directly into that.

If an employee has a private pension

**Ask Robert**

If an employee is using auto-enrolment (Nest)

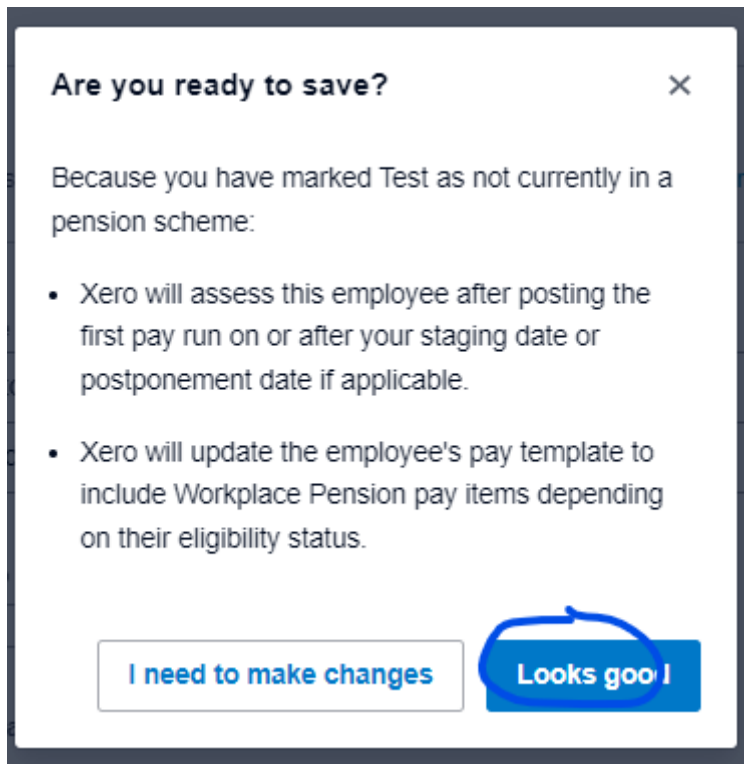
1. Click "Needs to be assessed for auto enrolment"

☒ Needs to be assessed for auto enrolment

2. Click "Save"

Save

3. Click "Looks Good"



Set up Time Off (Holidays)

On the time off screen

Details	Employment	Taxes	Pension	Time Off	Pay	Payslips	Pay Template	Opening Balances	Notes
---------	------------	-------	---------	----------	-----	----------	--------------	------------------	-------

**For 2022 Only - You need to calculate the total allowance for the year and then deduct off the allowance between 01/01/2022 and 01/04/2022**

Calculate the number of holidays in hours an employee has

- All employees are entitled to 5.6 weeks of holidays a year including bank holidays
- In days this is 28 days
- In hours this is 224 hours
- Or 0.1076923076923077 hours per hour worked

**OUR HOLIDAY YEAR RUNS JANUARY TO DECEMBER NOT APRIL TO APRIL**

To calculate the number of hours a new start has for a full year.

224 hours - business holidays in hours = allowance

To calculate the number of hours a new start starting part way through a year

Use the allowance calculator provided by uk gov - [Calculate holiday entitlement - GOV.UK](https://www.gov.uk/calculate-holiday-entitlement)  
([www.gov.uk](https://www.gov.uk))

AMOUNT PROVIDED BY GOV WEBSITE - BUSINESS HOLIDAYS IN HOURS = ALLOWANCE

e.g

**Employee starts on 1st of May, works 40 hours per week**

152 Hours

**How many company holidays are left between 1st of May and 31st December 2022?**

You can view this on the holiday calendar here: [Matic Media Holiday Calendar](#)

- June Jubilee Bank Holiday (2 days - 8 hours x 2 = 16 hours)
- December 25th - 31st (5 days - 8 hours x 5 = 40 hours)

Total business holidays - 56 hours

## How many holidays left?

152 hours - 56 hours = 96 hours

## How to apply hours...

1. Click assign time off

**Assign Time Off Type**

2. Fill in the form as below and enter in the calculated number of holidays.

Assign Time Off Type

Time Off ⓘ  
Holiday

Schedule of Accrual ⓘ  
Beginning of Calendar Year

Hours Accrued Annually ⓘ  
224.0000

Maximum to Accrue  
0.0000

Balance ⓘ  
96

Save

Close



# Making an Employee a Leaver

**AN EMPLOYEE SHOULD ONLY BE MADE A LEAVER AFTER THEIR FINAL PAY RUN IS COMPLETED.**

**LEAVER PAY RUNS SHOULD BE DOWN IN SEPARATE PAY RUNS**

**HOLIDAYS REMAINING CAN BE A NEGATIVE, IN THIS CASE THEY SHOULD BE A DEDUCTION - EXACTLY THE SAME PROCESS, EXCEPT NEGATIVE HOURS**

**FOR 2022 LEAVERS AN ADDITIONAL 55.3HOURS MUST BE DEDUCTED OFF THE ALLOWANCE**

## Steps to ending an employee's employment in Xero...

1. [Calculate the number of holidays an Employee has left](#)
2. Ask Richard or Robert about any outstanding deductions an employee has
3. Do a [Pay Run for only the leaver](#)
4. When doing the Pay Run add the
  1. [Holidays Left \(or Deduct over holiday allocation\)](#)
  2. [Any other deductions](#)
5. End the employee's employment
6. Generate the employee's P45

# Calculate the number of holidays an employee has left

Steps...

1. Use GOV website use the calculator to find out the number of holidays the employee is due for the period they have worked of the holiday year
2. Total the holidays an employee has used in the holiday year
3. Deduct the total holidays from the remaining holiday allowance

Use GOV website use the calculator to find out the number of holidays the employee is due for the period they have worked of the holiday year

Using the calculator at [Calculate holiday entitlement - GOV.UK \(www.gov.uk\)](https://www.gov.uk/calculate-holiday-entitlement) enter the following information

- Year Start Date - **This is always the first of January**
- Employee Start Date (if within this holiday year)
- Employee Leave Date
- Employee Hours Per Week
- Employee Days Per Week

The calculator will tell you the number of hours the employee is entitled to.

## Total the holidays an employee has used in the holiday year

Total any holidays the employee has had in this from the entitled to calculation. You can get a total calculation from the employee's screen and the **"Time Off" section**.

1. Add up all the hours in the time off section up to the point of the employee's end date.
2. In the example below the employee has had **20 hours total paid Holiday**  
**(In this example the employee's last date is the 1st of June 2022)**

**Remember to add on business holidays to this amount, they are not automatically added to this list**

[Details](#)
[Employment](#)
[Taxes](#)
[Pension](#)
[Time Off](#)
[Pay](#)
[Payslips](#)
[Pay Template](#)
[Opening Balances](#)
[Notes](#)

### Time Off Balances

Assign Time Off Type

Holiday

**76** Hours

### Time Off

New Time Off Request ▾

▼ All

↕ Status

#### Not yet paid

<div>KM</div> <div></div> <div>Holiday</div> <div>2 May 2022 • Half Day</div>	4 hours	⋮
<div>KM</div> <div></div> <div>Holiday</div> <div>20–23 May 2022 • Holiday</div>	16 hours	⋮

Deduct the total holidays from the remaining holiday allowance

**Equation to be used:** Total remaining holidays to be paid = Remaining allowance = holidays used

## Example in use

Leaver started in 2011, leaving on the 1st of June 2022.

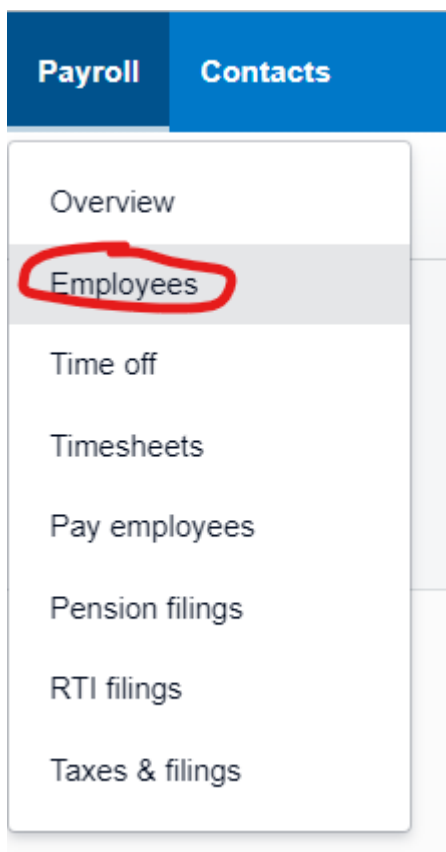
<b>Leaver Start Date</b>	01/02/2011
<b>Leaver End Date</b>	01/05/2022
<b>Holiday Allowance (Using Calculator)</b>	93.3
<b>Holidays Allowance Used</b>	20
<b>Business Holidays Used</b>	16
<b>Total Allowance Used</b>	36
<b>Holidays Remaining</b>	57.3 = round up to nearest hour = 58

End the employee's employment

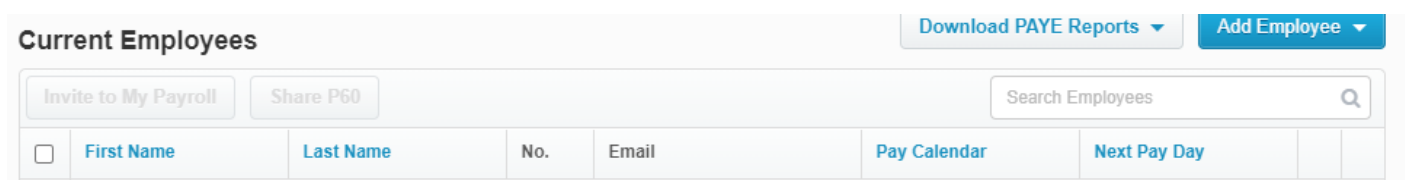
After finishing the

# Changing an Employee Wage / Hourly Rate

## Step 1: Go to Employee's Screen



Select the employee...



## Step 2: Go to Employee's Employment Screen

## Employees

Employee Name [REDACTED]	Annual Salary View	Earnings YTD View	Next Pay Day 27 May 2022
-----------------------------	-----------------------	----------------------	-----------------------------

[Details](#)[Employment](#)[Taxes](#)[Pension](#)[Time Off](#)[Pay](#)[Payslips](#)[Pay Template](#)[Opening Balances](#)[Notes](#)

### Step 3: Select "Change salary and wages"

Salary &amp; wages

[Change salary and wages](#)

Step 4: Enter new pay rate and the start date from which the new pay rate begins

### Salary and wages

×

Regular earnings type

Regular Hours

☒ Annual Salary ☐ Hourly Rate

Annual salary amount

20592

Standard hours per week

40

Effective date

01 May 2022

Cancel

Confirm

Step 5: Repeat step 4 for additional pay rates (Overtime, Nightshift allowance, etc)

Employees

# Setting an Employee's Holidays



# Pay Run

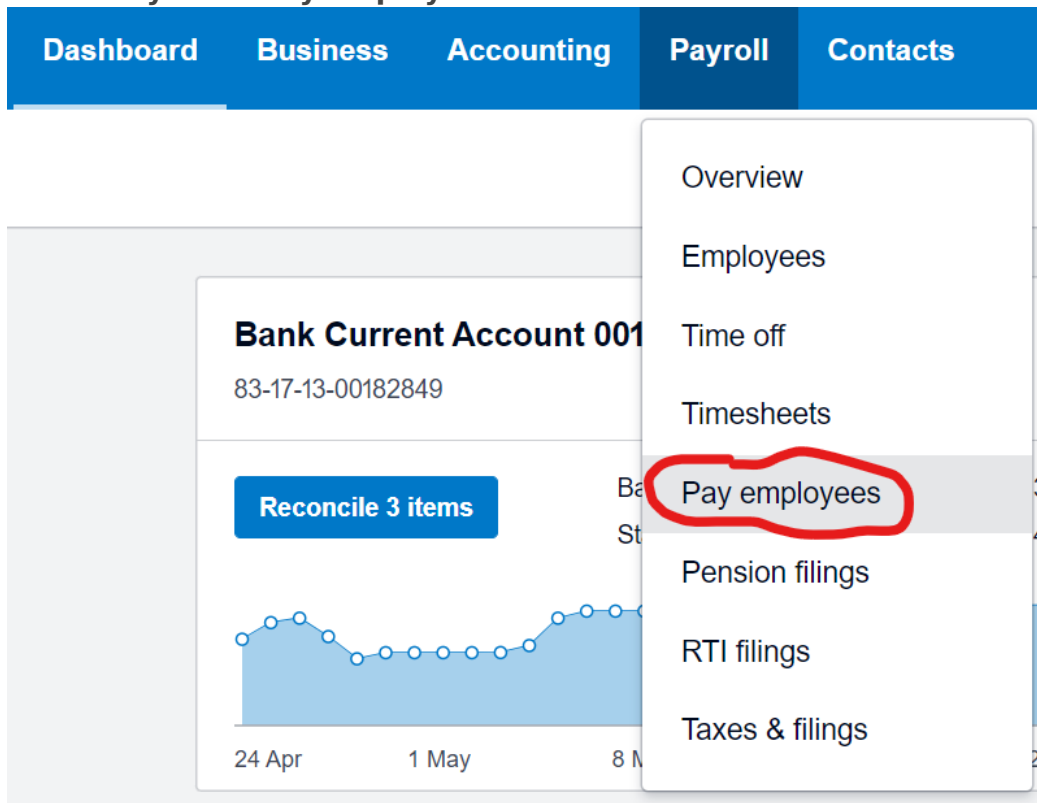
Pay Run

# What is a Pay Run?

# Creating a Pay Run

## Process for Creating a Pay Run

1. Go to "**Payroll > Pay employees**"



2. Select whether the pay run is either:
  1. A standard pay run (Monthly pay run, runs on the 27th)
  2. Unscheduled pay run (can be run anytime e.g. **leaver pay run**)

### Pay Runs



3. Then click "**Process Pay Run**"

**Process Pay Run**

4. Enter the date the employees are to be paid

**Payment Date:**

26 May 2022



5. You can add a message to be written on the payslips here

**Payslip Message:**

6. Select the employees to be included in the pay run

Employee



Adrian McCombe



Andrew Roddie



Brendan Caldwell



Brian Johnston



Frances McCorry



Gary Leckie



Graham Halley

## Unscheduled Pay Runs

When you select an unscheduled pay run, you have to select the tax year and the pay period that the unscheduled pay run is relevant.

### Pay calendar

### Tax year

### Pay period

Monthly

Current tax year

April 2022

2021/2022

May 2022

2020/2021

 [Why create an unscheduled pay run?](#)

Cancel

Create

# Adding Holidays

**EMPLOYEE HOLIDAYS MUST BE ADDED BEFORE A PAY RUN IS STARTED, UNLESS BEING MANUALLY ADDED.**

## Adding Holidays via the Employee Time Off Screen

## Adding Holidays as a Pay Run Line

This technique should only be used as an amendment to a payslip as they are not automatically deducted off an employee's holiday allowance.

On the payslip screen...

Earnings ?

Add

Earnings Type			
Regular Hours	160.0000	HOURS	9.943182
Holiday	16.0000	HOURS	9.943182

Bonus

Expenses

Holiday Pay

Lieu of Notice

Nightshift Rate

Enter the number of hours and the rate per hour to pay at

Holiday Pay

16

HOURS

9.943182

159.09

X

# Adding Overtime

To add Overtime is done from the employee payslip screen

Overtime is paid at time and a half (1.5 x standard hourly rate)

1. Click "**Add**" and Select "**Overtime**"



A screenshot of a software interface showing a dropdown menu. At the top, there is a button labeled 'Add' with a downward arrow, which is circled in red. Below this button, a list of options is displayed. The options are: Bonus, Expenses, Holiday Pay, Lieu of Notice, Nightshift Rate, Overtime Hours, Redundancy, Regular Hours, Statutory Adoption Pay, and Statutory Adoption Pay. The 'Overtime Hours' option is circled in red.

2. Enter the number of hours in the box

Overtime Hours	7.0000	HOURS	17.482518	122.38
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Pay Run

# Adding Sick Days



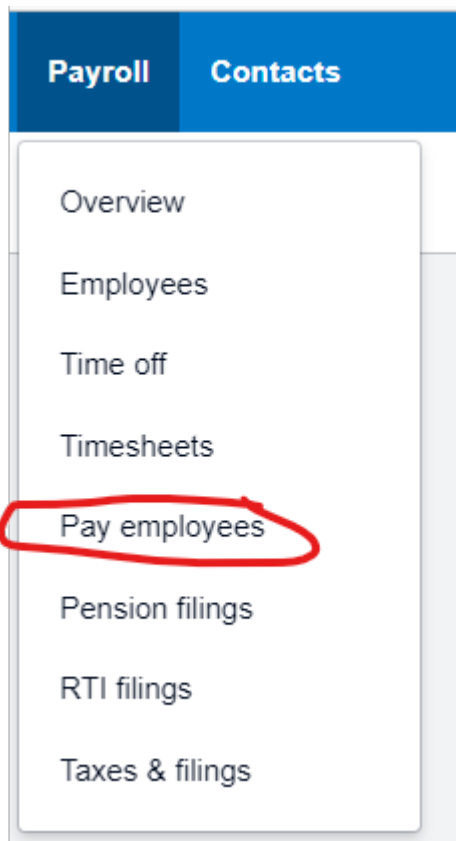
Pay Run

# Adding Deductions

# Paying via BACs

## To start the payment run....

1. Go to the pay run for the month you want to process



2. Click on the pay run you want to pay

## Pay Runs

### Pay your employees

Process new or unscheduled Pay Runs

New Pay Run:  
Monthly - 30 Jun 2022

Process Pay R

Filter by

Pay Period	Start Date	End Date	Payment Date	Total Cost	Total Pay	Stat
Monthly ending 31 May 2022	01 May 2022	31 May 2022	26 May 2022			Post

3. Click on **"Options"** then **"Download Bank Payment File"**

24.00

74.58

33.33

38.64

14.35

35.00

Email Payslips

Download Payslips

View Payroll Activity Details Report

View Payroll Activity Summary Report

Download P32

Download Bank Payment File

Options

Back

4. Select **"BACS File"**

Select file type

Download your preferred file type and then upload it into a bank account to pay staff.

☒ BACS file
 ☐ Faster Payments file

Close

Download

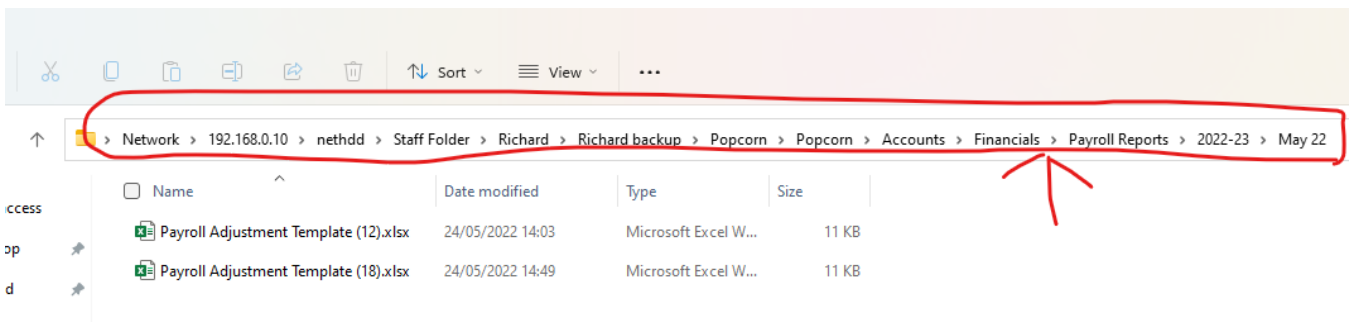
5. Click Download



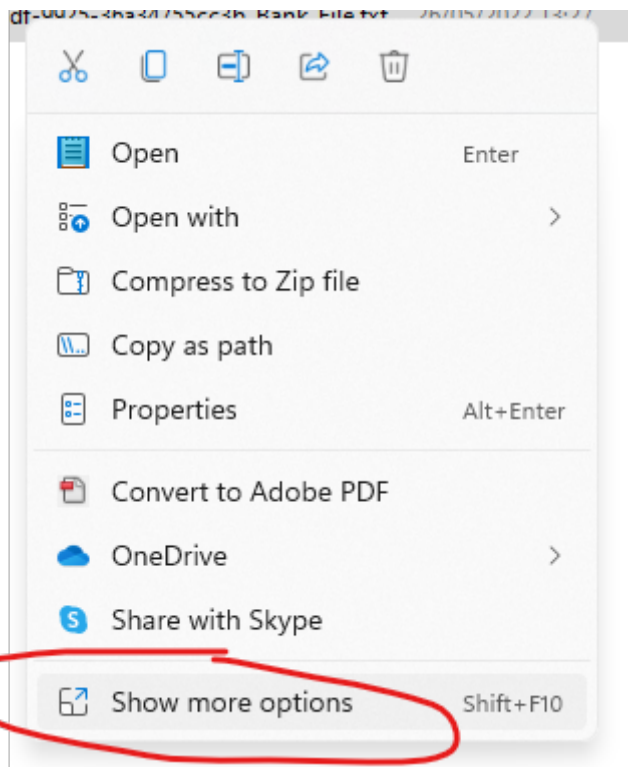
6. The file will be downloaded to your **Downloads** folder

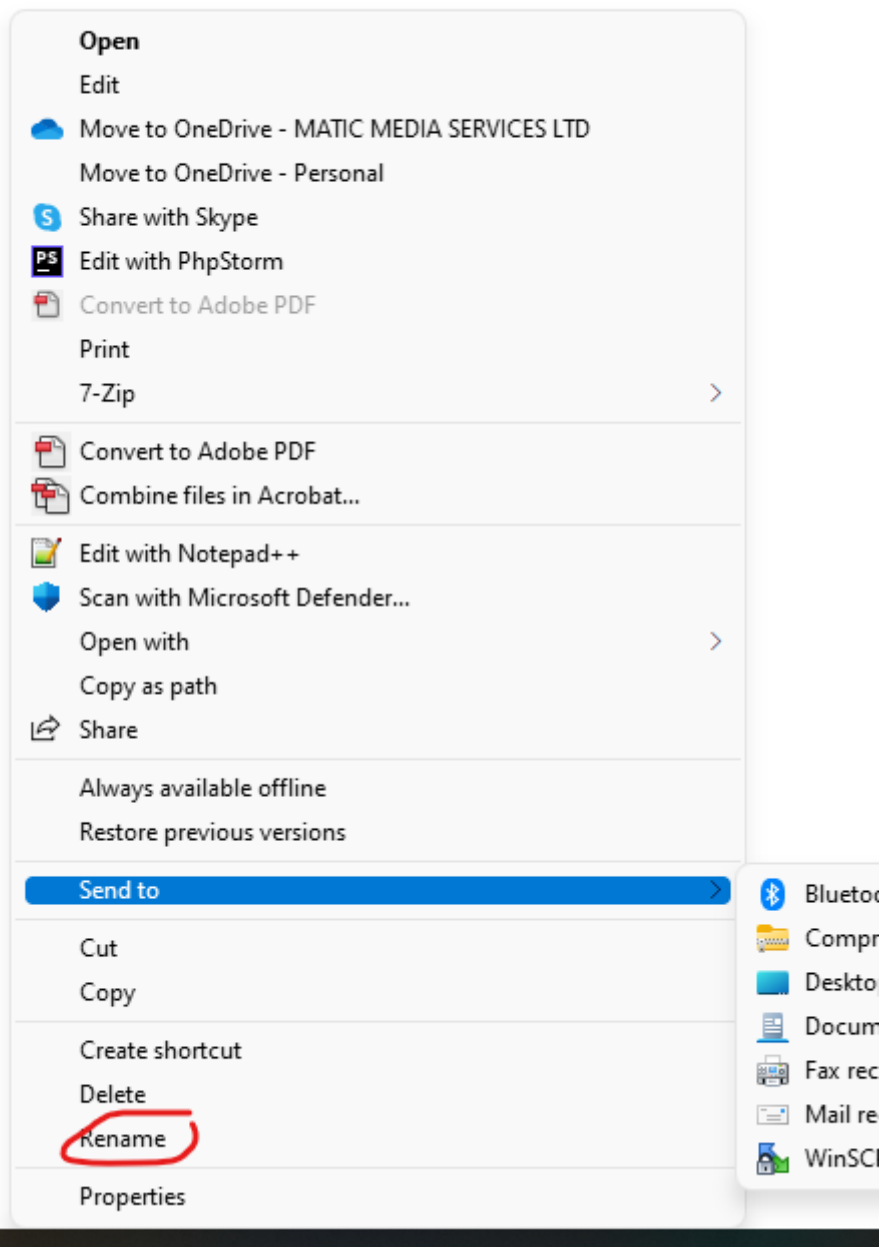
7. Copy the file to the Financials Folder on Nethdd

\\192.168.0.10\nethdd\Staff Folder\Richard\Richard backup\Popcorn\Popcorn\Accounts\Financials\Payroll Reports\[ENTER FINANCIAL YEAR HERE]\[ENTER MONTH HERE]




8. Rename the Downloaded Bacs File to the month and financial year e.g. May-22-PAYROLL





9. File after being renamed should look like below....

 May-22-PAYROLL.txt	26/05/2022 13:27	Text Document	3 KB
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10. Go to BANKLINE
11. Login as per usual
12. Click on "**Payments**" > "**Import Payments**"

Royal Bank of Scotland

Support Messages

RICHARD MCCOMBE  
MATIC MEDIA SERVICES LTD

Dashboard Accounts **Payments** Account Servicing Admin

Original Bankline Search

**Payments and transfers**

- Make a payment or transfer
- Templates
- Pay from bulk list
- Import payments**

**Approvals**

- Approve payments

**Payment management**

- Payment summary
- Search payments
- Manage bulk lists
- Standing orders
- Manage Direct Debits
- Redirected payments
- Stop cheque

**Manage these services via our website**

- Create or amend standing orders
- Manage credit cards

### 13. Click "Choose File"

**Import payment file**

Files you've recently imported are listed below. If you have the import payment privilege, you will also be able to import new files.

Import a file:

File location: **Choose File** May-22-PAYROLL.txt **Go**

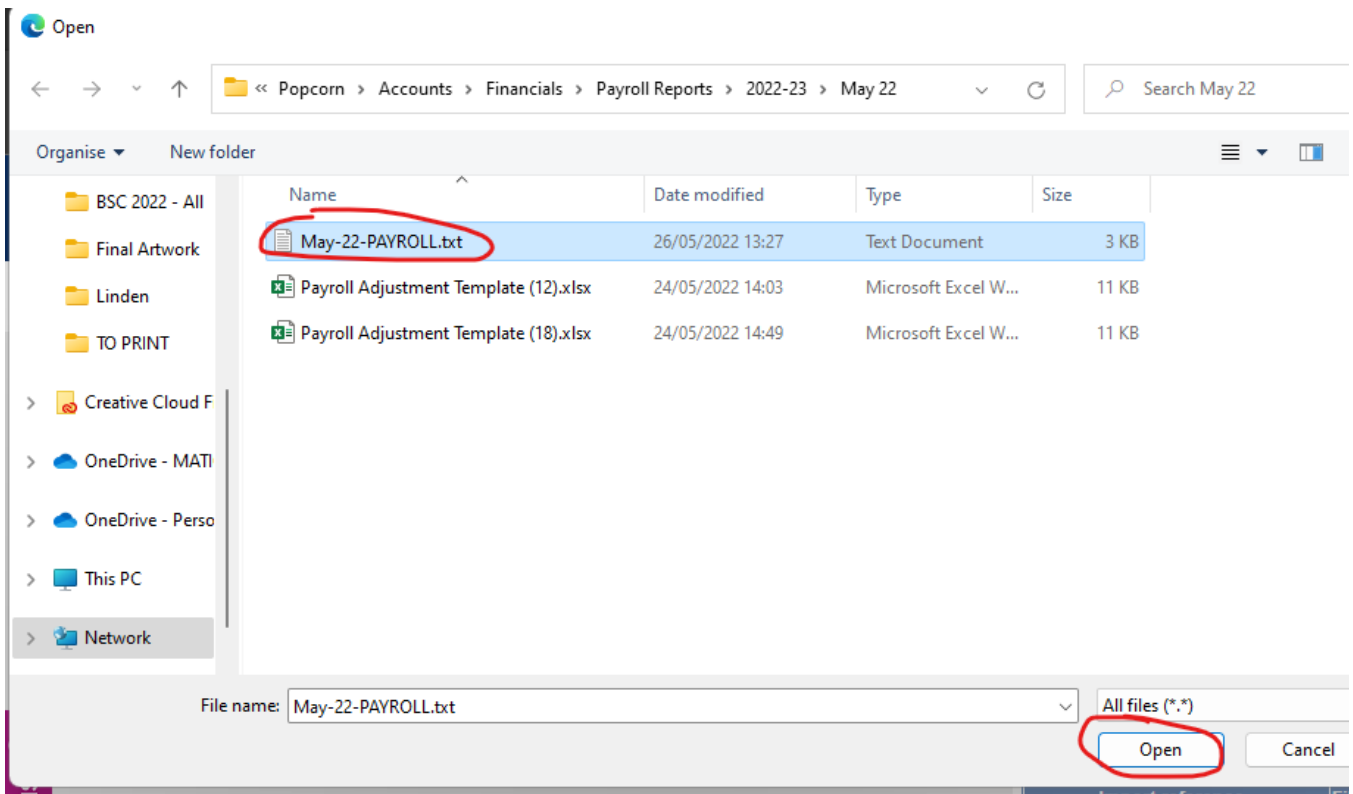
Imported Files: 15 Display: 10 Imported files per page **Go**

Import reference	File name	Date & time of import	No. of payments	Status
6884915	may 22 bacs.txt	26/05/2022 at 13:19	1	Imported successfully
6810173	20220428.bac.txt	26/04/2022 at 12:50	1	Imported successfully
6809753	april 22 payroll.txt	26/04/2022 at 11:23	1	Imported successfully
6809643	april 22 payroll bank upload.txt	26/04/2022 at 10:57	1	Imported successfully
6757536	march 22 bacs.txt	24/03/2022 at 15:32	1	Imported successfully
6755742	payroll upload march 22.txt	24/03/2022 at 11:05	1	Imported successfully
6707466	20220228.bac.txt	24/02/2022 at 13:05	1	Imported successfully
6706940	february 22 payroll.txt	24/02/2022 at 11:40	1	Imported successfully
6657367	jan 22 bacs suppliers.txt	27/01/2022 at 11:04	1	Imported successfully
6652096	january 2022 payroll.txt	25/01/2022 at 12:24	1	Imported successfully

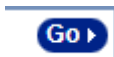
**Refresh page**

1 2 **Next**

### 14. Navigate to the folder from step 7 and select the copied BACs file

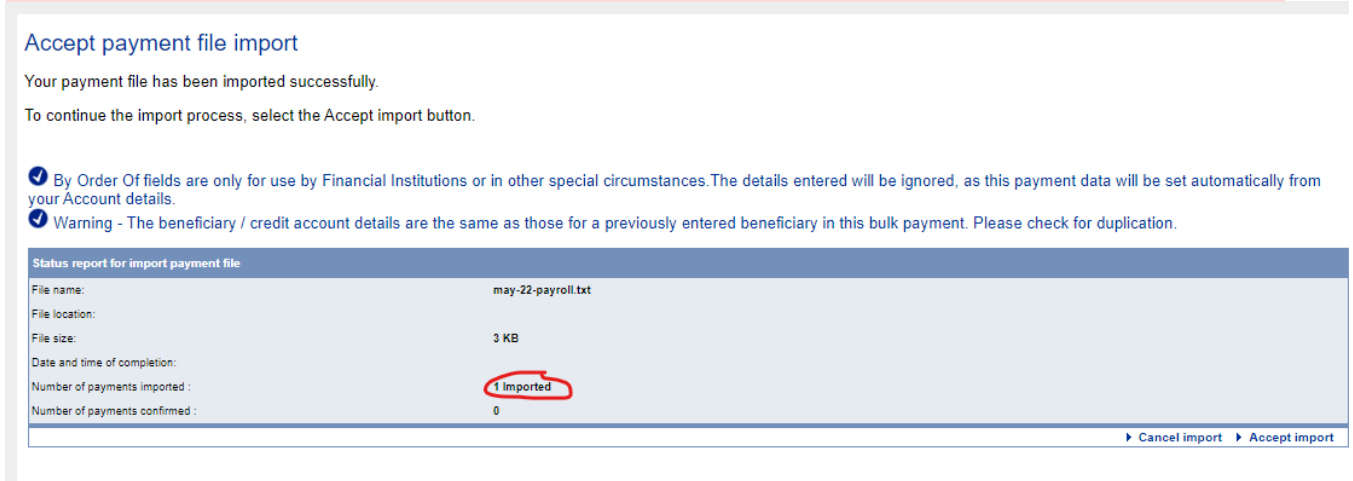


15. Press "GO"



16. You should see a screen like below, with the number of payments imported as 1

IT IS VERY IMPORTANT THAT IS SHOWS THE NUMBER OF IMPORTS AS 1



17. Click "Accept Import"



## Accept payment file import

Your payment file has been imported successfully.

To continue the import process, select the Accept import button.

- ✔ By Order Of fields are only for use by Financial Institutions or in other special circumstances. The details entered will be ignored, as this payment data will be set automatically from your Account details.
- ✔ Warning - The beneficiary / credit account details are the same as those for a previously entered beneficiary in this bulk payment. Please check for duplication.

Status report for import payment file	
File name:	may-22-payroll.txt
File location:	
File size:	3 KB
Date and time of completion:	
Number of payments imported :	1 Imported
Number of payments confirmed :	0
<a href="#">Cancel import</a> <a href="#">Accept import</a>	

18. Go to **Payments** and **Approve Payments** from the navigation menu

The screenshot shows a navigation bar with the following items: Dashboard, Accounts, Payments, Account Servicing, and Admin. The 'Payments' item is highlighted with a red box. Below the navigation bar, there are four main sections: Payments and transfers, Approvals, Payment management, and Manage these services via our website. The 'Approvals' section contains a link to 'Approve payments', which is also highlighted with a red box. Other links in the 'Approvals' section include 'Make a payment or transfer', 'Templates', 'Pay from bulk list', and 'Import payments'. The 'Payment management' section includes links for 'Payment summary', 'Search payments', 'Manage bulk lists', 'Standing orders', 'Manage Direct Debits', 'Redirected payments', and 'Stop cheque'. The 'Manage these services via our website' section includes links for 'Create or amend standing orders' and 'Manage credit cards'.

19. If the Raised payment screen shows no payments awaiting approval then go to [Raised payment shows no payments awaiting approval](#) otherwise continue on to step 20.

20. The below value

## Raised payment

 Print/Export payment

Waiting for approval (1)

Payment status

All

☒ Only show payments I can approve

Accounts


All

Raised by

All

More filters None applied

Expiring after today (1)

<input type="checkbox"/>	Approval required by	Approval status	Payment ID	From	To	Payment amount	Type	Estimated arrival date
<input type="checkbox"/>	> 23:59 29-MAY-2022	Waiting for approval	416426672	MM - RESER... 10946944 83-17-13 MAY-22-PAY...	Multiple payees		Faster Bulk (one off) Imported	30-MAY-2022

Approve payment

Cancel payment

Should match this value in xero (on the payrun)

Monthly ending 31 May 2022

01 May 2022

31 May 2022

26 May 2022



Post

### 21. Double check the pay dates

The value below should be on or before the 27th of the month

## Raised payment

 Print/Export payment

Waiting for approval (1)

Payment status

All

☒ Only show payments I can approve

Accounts


All

Raised by

All

More filters None applied

Expiring after today (1)

<input type="checkbox"/>	Approval required by	Approval status	Payment ID	From	To	Payment amount	Type	Estimated arrival date
<input type="checkbox"/>	> 23:59 29-MAY-2022	Waiting for approval	416426672	MM - RESER... 10946944 83-17-13 MAY-22-PAY...	Multiple payees		Faster Bulk (one off) Imported	30-MAY-2022

22. If the date is not correct follow: [Date is not the correct payment date](#)
23. Approve the payment as usual
24. Transfer enough money to cover wages into reserve account

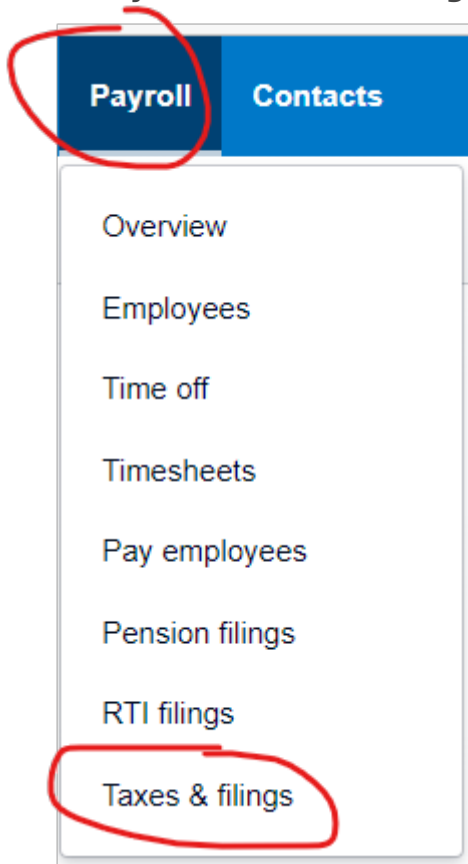
From 2849 to 6944 (round up to nearest £1,000)

**DON'T BLOODY FORGET TO DO THIS**

25. Setup the HMRC Payment

## Setup HMRC Payment

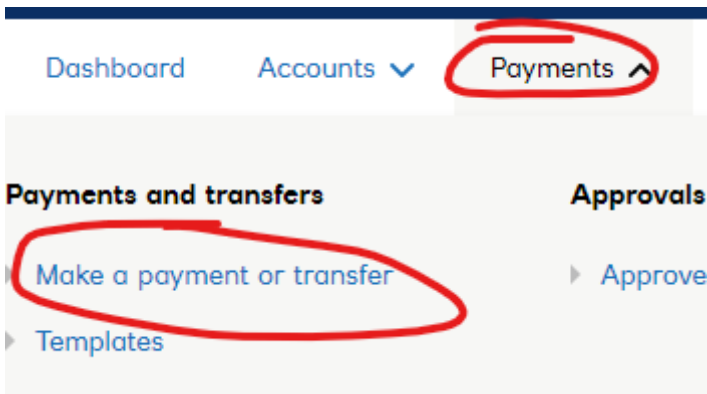
1. Go to **Payroll > Taxes & Filings**



2. Take this figure here from the month submission:

Tax Period	PAYE	Student Loans	Postgraduate Loans	NICs	Recoveries	Amount
▼ Month 2 (06 May – 05 Jun)	P32 Details					

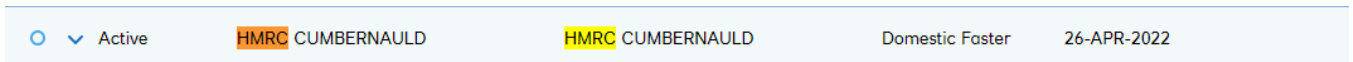
3. Go to BANKLINE
4. Go to **Payments > Make a payment or transfer**



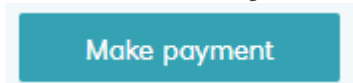
5. Select make a payment from a template



6. Select **HMRC CUMBERNAULD**



7. Select "**Make Payment**"



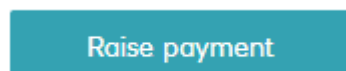
8. The payment date should be on or before the 16th of the Month i.e. the first working day before the 16th if it falls on a bank holiday or weekend.

9. Take the amount from Step 2 and past it into the amount box

Amount

 **GBP**

10. Click "**Raise Payment**"

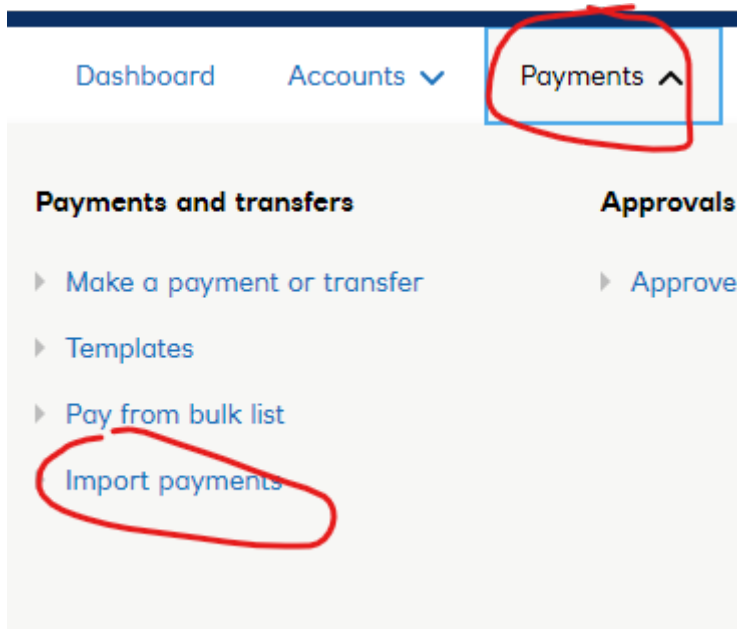


11. Approve the payment as normal

**DON'T BLOODY FORGET TO TRANSFER MONEY INTO THE RESERVES ACCOUNT**

# Date is not the correct payment date

1. Go to Payments > Imports



2. Click on the import

Import reference	File name	Date & time of import	No. of payments	Status
6865147	may-22-payroll-take2.txt	26/05/2022 at 14:04	1	Imported successfully

3. Click on the import on "Awaiting Authorisation"

### Import file 6865147 summary

Outgoing	Standard domestic		Volume	C
	Volume	Amount - GBP		
Total <sup>1</sup>	1		0	
With customer to action				
Incomplete	0	-	0	
Awaiting authorisation	1		0	
Awaiting second authorisation	0	-	0	
Awaiting release	0	-	0	

4. Click the payment ref

### Import file: 6865147 - payment type: Standard - status: Awaiting

#### Dual Authorisation threshold:

<input type="checkbox"/>	Payment ref	Type	Note	Beneficiary name Beneficiary account details
<input type="checkbox"/>	416426672	FBULK	AH	MAY-22-PAYROLL-TAK See payment details

5. Click **edit payment details**

▶ [Edit payment details](#)

6. Change the date to the date you want the money **to arrive in employee's bank account**

<b>Bulk payment details:</b>	
* Date payment to arrive <sup>1</sup> ⓘ (DD/MM/YYYY)	30/05/2022

7. Click confirm changes

▶ [Confirm changes](#)

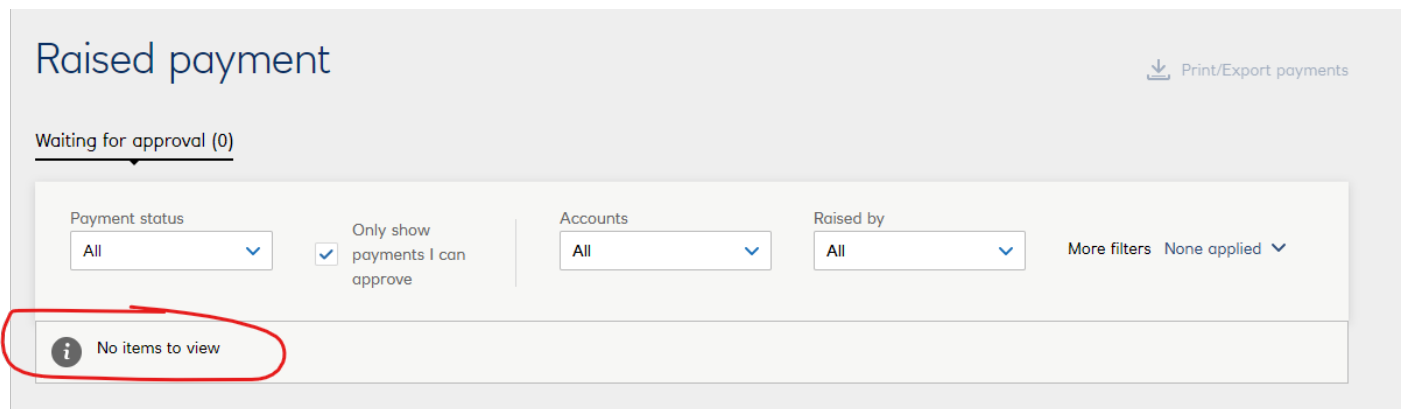
8. Either click "**Confirm payment**"

 Confirm payment

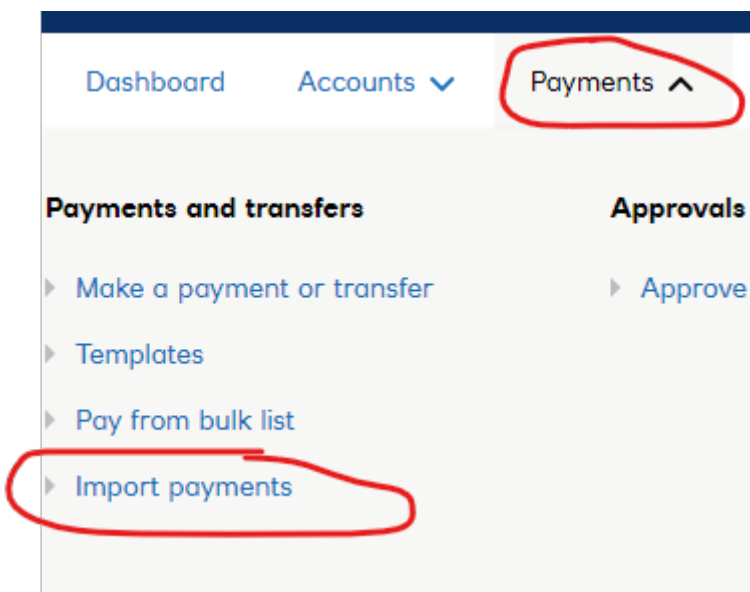
9. Approve the payment as usual

# Raised payment shows no payments awaiting approval

If the raised payment screen looks like below....



1. Go to your imports - **Payments > Import Payments**



2. Click the file you imported from Step 17 in the above steps

Import reference	File name	Date & time of import	No. of payments	Status
6865023	may-22-payroll.txt	26/05/2022 at 13:40	1	Imported with errors
6864915	may 22 bacs.txt	26/05/2022 at 13:19	1	Imported successfully

3. Under the incomplete row should show one incomplete payment

#### Import file 6865023 summary

Change display currency for international and other payments: GBP

Outgoing	Standard domestic		CHAPS		International		IATs	
	Volume	Amount - GBP	Volume	Amount - GBP	Volume	Amount - GBP	Volume	Amount - GBP
Total <sup>1</sup>	1		0	-	0	-	0	-
With customer to action								
Incomplete	1		0	-	0	-	0	-
Awaiting authorisation	0	-	0	-	0	-	0	-
Awaiting second authorisation	0	-	0	-	0	-	0	-
Awaiting release	0	-	0	-	0	-	0	-
Rejected	0	-	0	-	0	-	0	-
Submitted to Bank								
Processing	0	-	0	-	0	-	0	-
Held checking funds	0	-	0	-	0	-	0	-
Future dated	0	-	0	-	0	-	0	-
Partially accepted	0	-	0	-	0	-	0	-
Qualified accepted	0	-	0	-	0	-	0	-
Accepted	0	-	0	-	0	-	0	-
Cancelled	0	-	0	-	0	-	0	-
Automatically rescheduled	0	-	0	-	0	-	0	-

[View errors / warnings](#) [Cancel file](#)

[Refresh page](#)

4. Click the "1" in the image above

5. Select the Payment ref



Import file: 6865023 - payment type: Standard - status: Incomplete

Dual Authorisation threshold:

Display: 5 items per page Go

	Payment ref	Type	Note	Beneficiary name Beneficiary account details	Your ref	Date committed	Amt ccy	Amount	Status
<input type="checkbox"/>	416422790	PBULK	AH	MAY-22-PAYROLL See payment details	MAY-22-PAYROLL		GBP		I W

View Print/save details Print/save list

Expanded View Refresh page

Cancel Print remittance advice View warnings

#### View authorisation summary

Imported payment	Ad hoc bulk payment (without bulk list)	Autobooked deal	Template/bulk list payment	Payment has a warning
Amended imported payment	Amended ad hoc bulk payment (without bulk list)	Pre-booked deal	Third Party Provider payment	Template/bulk list has been amended
Incomplete	Awaiting Authorisation	Awaiting Second Authorisation	Processing	Accepted
Expired	Held Checking Funds	Awaiting Release	Cancelled	Future Dated
Back			Partially Accepted	Qualified Accepted
				Rejected

## 6. You will see one or more errors

Standard bulk payment details

You can Edit or Cancel this payment.

Payment information : 416422790

Status: Incomplete as at 26/05/2022 at 13:41

Date registered: 26/05/2022 at 13:41

Import reference: 6865023

Bulk list reference: Ad hoc

Registered by: MD@0000960011

Date of import validation: 26/05/2022 at 13:41

Payment details

Debit account: 83-17-13 10946944

Account name: RESERVES ACCOUNT

Date payment committed:

Date payment to leave account:

Payment amount:

Funds check date:

Your reference: MAY-22-PAYROLL

Confidential: No

Your remittance advice address

Use company letter head

Number of beneficiaries entered: 19

Display: 10 items per page Go

Beneficiary name	Beneficiary identifier	Beneficiary reference	Beneficiary account	Amount (GBP)	Remittance advice	Error/Warning
	-	PAIDOK	30-45-78 12397766		No	Error !
	-	PAIDOK	80-46-74 01145587		No	-
	-	PAIDOK	80-45-78 11822161		No	-
	-	PAIDOK	11-08-94 00269409		No	-
	-	PAIDOK	80-45-78 01199548		No	-
	-	PAIDOK	11-08-98 00112266		No	-
	-	PAIDOK	80-45-78 11822161		No	-
	-	PAIDOK	07-02-46 15136416		No	-
	-	PAIDOK	11-12-54 00018204		No	-
	-	PAIDOK	83-22-26 00101228		No	-

Next beneficiaries

## 7. Click on the error to see the problem

Bulk payment - beneficiary errors and warnings

Beneficiary name	Beneficiary identifier	Type	Message
	-	Error	Beneficiary sort code is not valid for this payment type

Back

8. FIX THE ERROR IN XERO AND RESTART THE IMPORT PROCESS FROM STEP 1 (YOU NEED TO RENAMED THE IMPORT FILE)

## 9. DON'T FORGET TO CANCEL THE IMPORT AS BELOW

### Standard bulk payment details

You can Edit or Cancel this payment.

#### Payment information : 416422790

Status:	Incomplete as at 26/05/2022 at 13:41	Registered by:	MD@0000960011
Date registered:	26/05/2022 at 13:41	Date of import validation:	26/05/2022 at 13:41
Import reference:	6865023		
Bulk list reference:	Ad hoc ⓘ		

#### Payment details

Debit account:	[REDACTED]	Account name:	RESERVES ACCOUNT
Date payment committed:		Date payment to leave account: ⓘ	
Payment amount:	[REDACTED]	Funds check date: ⓘ	
Your reference:	MAY-22-PAYROLL	Confidential :	No

#### Your remittance advice address

Use company letter head

Number of beneficiaries entered: 19

Display: 10 items per page (Go)

Beneficiary name	Beneficiary identifier	Beneficiary reference	Beneficiary account	Amount (€)	Remittance advice	Error/Warning
[REDACTED]	-	PAIDOK	[REDACTED]	[REDACTED]	No	Error !
[REDACTED]	-	PAIDOK	[REDACTED]	[REDACTED]	No	-
[REDACTED]	-	PAIDOK	[REDACTED]	[REDACTED]	No	-
[REDACTED]	-	PAIDOK	[REDACTED]	[REDACTED]	No	-
[REDACTED]	-	PAIDOK	[REDACTED]	[REDACTED]	No	-
[REDACTED]	-	PAIDOK	[REDACTED]	[REDACTED]	No	-
[REDACTED]	-	PAIDOK	[REDACTED]	[REDACTED]	No	-
[REDACTED]	-	PAIDOK	[REDACTED]	[REDACTED]	No	-
[REDACTED]	-	PAIDOK	[REDACTED]	[REDACTED]	No	-
[REDACTED]	-	PAIDOK	[REDACTED]	[REDACTED]	No	-

Next beneficiaries

Cancel payment Edit payment details

Print / save record

Back

Then

Confirm

Pay Run

# Generating NEST Pension File

# Posting Pay Run & Sending Payslips

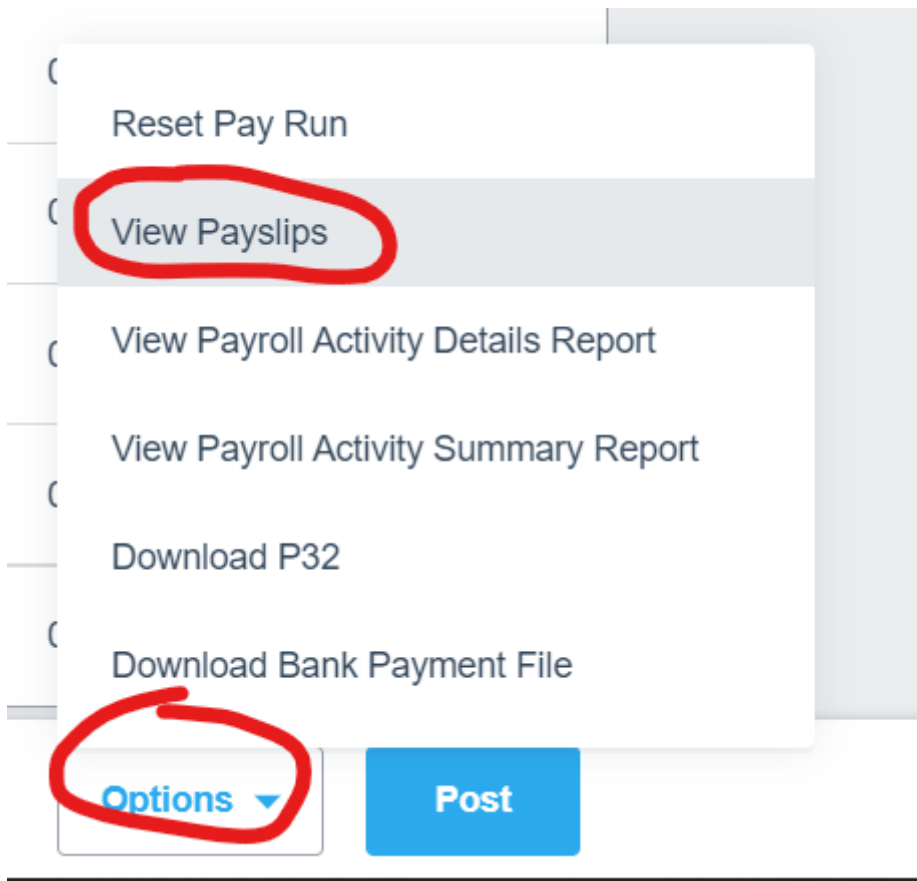
## Posting the Pay Run

After making all your payslip changes you can post the pay run by clicking "**Post Run**"

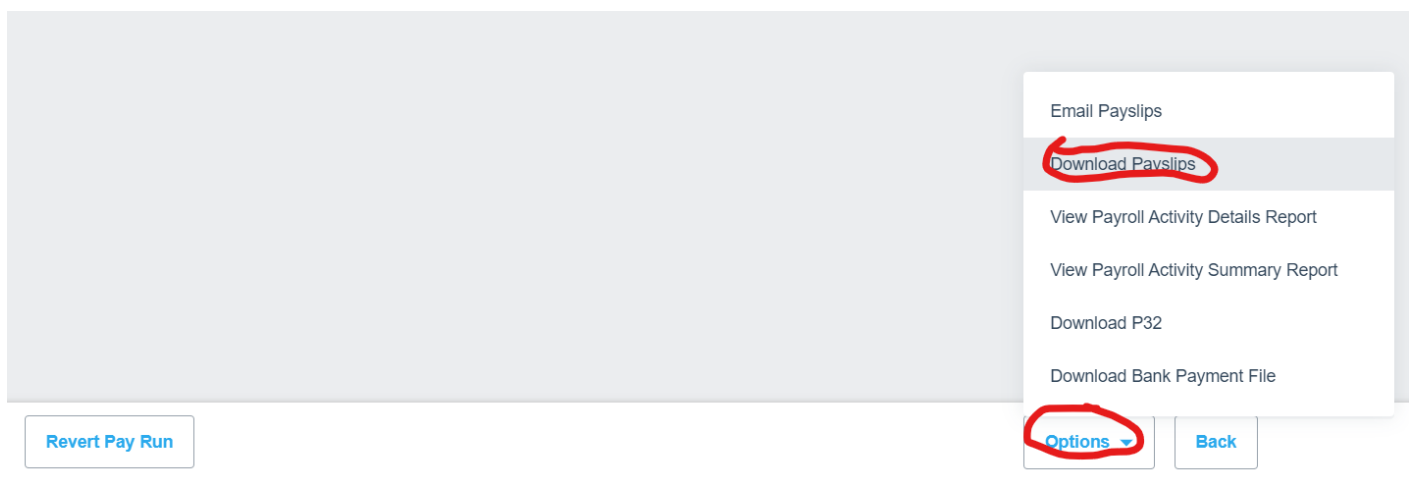


## Viewing Payslips

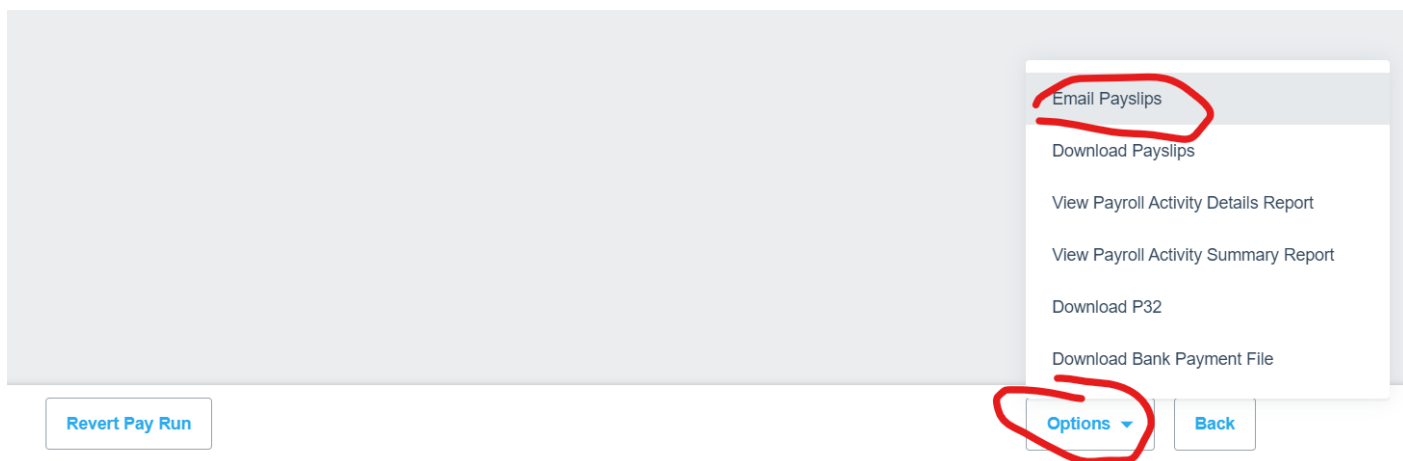
Before a pay run is posted



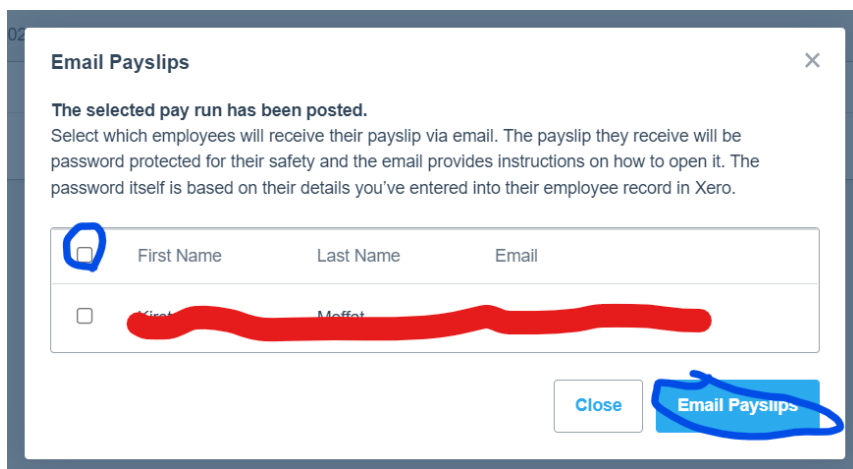
After a pay run is posted



# Sending Payslips



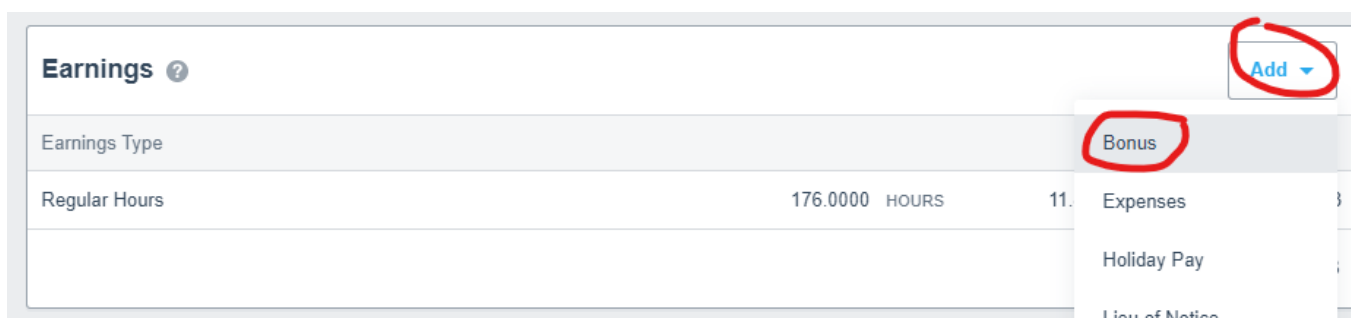
On the next screen, select who you want to send the payslips too and click "**Email Payslips**"



# Adding Bonus's / Extra Payments

On the Employee Payslip Screen...

1. Click "**Add**" and "**Bonus**"



Earnings ?			
Earnings Type			
Regular Hours	176.0000 HOURS	11.	

**Add** ▼  
Bonus  
Expenses  
Holiday Pay  
Item of Notice

2. Enter the amount in pounds of the bonus



Earnings ?			
Earnings Type		Rate	Amount
Regular Hours	176.0000 HOURS		
Bonus			0.00

3. Click "Save"



Amount

**Save**

Pay Run

# Adding Expenses



Pay Run

# Paying National Insurance & Tax

# Living Wage / National Minimum Wage Changes (April/May)

In May of each year the living wage increases

In April of each year the national minimum wage increases happen.

You can see the Living wage for the year here: [What is the real Living Wage | Living Wage Scotland \(scottishlivingwage.org\)](https://www.scottishlivingwage.org/)

You can see the Minimum Wage and age brackets here: [National Minimum Wage and National Living Wage rates - GOV.UK \(www.gov.uk\)](https://www.gov.uk/national-minimum-wage-rates)

You have to update the base pay of the following individuals each year to the new living wage or minimum wage.

Employee ID	Wage	Updated in 2022
94	MW	Yes (April)
64	LW	Yes (May)
93	MW	Yes (April)
35	LW	Yes (May)
101	MW	Yes (May)
102	MW	No (New Start)