

ACPlus Payroll 2018

As with last year the Year end comprises printing your reports as appropriate and then doing the clear down process before finally updating ready for the new year. Please ensure your program is updated to the latest version before starting this process. If in doubt contact us to check. It should say Version 2018-2019 on the logon screen.

Summary

Statutory Payments (SMP, SAP, SSHP, SPP) £145.18

Statutory Sick Pay weekly rate is £92.05 (Not recoverable).

Emergency code (for the whole of the UK) will be **1185L** (W1/M1)

National Insurance

NI LIMITS AND THRESHOLDS	LEL	PT	ST	UEL/UST/AUST
Weekly	£116.00	£162.00	£162.00	£892.00
Monthly	£503.00	£702.00	£702.00	£3,863.00
Annual	£6032.00	£8,424.00	£8,164.00	£46350.00

Tax bandwidths and rates

Basic rate 20%	1 – 34,500
Higher rate 40%	34,501 – 150,000
Additional rate 45%	150,001 and above

Student Loans

Type 1 £18,330

Type 2 £25,000

The Year End Process

When you submit your last FPS you will need to mark the FPS as the final one for the year. If you don't then you can also send a zero value EPS and mark that as the Year End.

Payroll-> Year End

Print your P60's for each one of your employees and also one copy for yourselves. You can also reprint these from previous years as before or you may wish to export to pdf. They print on plain paper but do a line up one first to ensure it fits on one sheet of paper and looks aligned. If it doesn't align then change the font used. Print the Year end Summary and P11 for tax and NI.

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Clear Down

Press Clear down once you have completed all reports.

Payroll -> Update for new Year

Update with new year rates. This will update all NI and Tax settings as detailed previously. Also then update your tax code for employees as detailed:

Tax code uplifts

Code Suffix **L**: increased by **35**

Code Suffix **M**: increased by **39**

Code Suffix **N**: increased by **32**

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Auto Enrolment Pensions

The minimum percentage rates for pensions change at the start of this tax year. Rising to 2% for employers and 3% for employees. If you are using Nest or similar then enter the value as 2.8% for Employee contributions to allow for the tax relief to provide a 3% actual contribution.

If you use the pensions option within payroll the update process can make the increase for you by ticking the box on the Update Pensions on the front screen. If you run it and forget to tick this you can go back and run the update. It will automatically set the employee to 2.8% and the employer to 2% where they were .8% and 1% previously.

As always it's your responsibility to check the system has updated the relevant settings correctly.

Note: Submission to Gateway

The URL for uploading to the Gateway has changed to a dedicated Tax Gateway. The uploader program has been changed accordingly. Check the URL in the uploader program shows: <https://transaction-engine.tax.service.gov.uk/submission>

You are then ready to begin the new tax year.