


UN2850 1 of 4 12-FEB-2020	Electronic Staff Record Programme USER NOTICE	
Title	RTI End of Year Preparation 1 of 2	
Purpose	To inform Users about the required End of Year activities for Real Time Information (RTI).	
Intended Audience	All ESR Users who are responsible for RTI End of Year processing.	

SUBJECT

In order to assist users who are planning their RTI End of Year activities, two user notices are being published. This is the first of those communications.

DETAIL

Users are asked to review the information in this document now in order to understand and complete the tasks detailed in time for the expected completion date of the 20th March 2020.

Within the next month a further communication will be published. The relevant expected task completion dates can be seen in the summary below.

User Notice 1

This UN contains the following sections:


Communication Date	Expected Completion	Comments
12-FEB-2020	20-MAR-2020	ESR Infopoint and HMRC online reminders

1	1.1	RTI Notification to HMRC
	1.2	ESR Infopoint
	1.3	Resolving Reconciliation Issues


User Notice 2

The second UN will contain the following details and will be sent on the 4th March:


Communication Date	Expected Completion	Comments
04-MAR-2020	31-MAR-2020	Payroll Processing, SOY, P60 documentation

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1.1	<p><u>RTI Notification to HMRC</u></p> <p>For any queries regarding Tax Year End, HMRC have provided the following online advice:</p> <p>HMRC Tax Year End Guidance</p> <p>It is not recommended that the FPS is marked as ‘final’. Instead the EPS for March 2020 should be submitted as the ‘Final’ submission for the Year. This must be filed with HMRC before the 19th April 2020.</p> <p>Any adjustments after this date must be reported to HMRC via an RTI –FPS Amendments for Earlier Year 2019/20.</p> <p>This is a new process which following HMRCs announcement is to be used instead of the EYU for any adjustments to 2019/20.</p> <p>Unlike the EYU when an employee is selected by this process their complete totals will be reported rather than just the delta adjustments.</p> <p>In addition users can now select employees in an assignment set to report to HMRC the values as required.</p> <p>EYU submissions will no longer be supported unless run for tax years prior to 2019/20</p> <p>More information on FPS Amendments for Earlier Year submissions and/or EYU can be found in the RTI Manual.</p>
1.2	<p><u>ESR Infopoint</u></p> <p>ESR Infopoint contains a number of FAQ documents surrounding End of Year activities.</p>

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	<p>You can find the documentation by accessing the Year-End FAQs or P11D FAQs sections on the ESR Infopoint home page.</p> <p>The web address to ESR Infopoint is:</p> <p>ESR Infopoint</p> <p>If you do not have an ESR Infopoint Username and Password, you can self-register (providing you have an NHS email account).</p> <p>Clicking on the Create New Account option in the User Login box will start the process for you.</p> <p>This section currently includes the documents listed below:</p> <ul style="list-style-type: none"> • NHS RTI Year To Date Reconciliation Report • RTI Information • Tax Year End Information <p>Please continue to monitor ESR Infopoint as new information will be added regularly.</p>
1.3	<p><u>Resolving Reconciliation Issues</u></p> <p>Payroll Best Practice suggests that users should be reconciling their Payroll(s) each month. If there are any discrepancies, users are asked to raise a Service Request. This enables Application Support to diagnose any problems and provide the solution in a timely manner. You will find the following link of use when reconciling Payrolls:</p> <ul style="list-style-type: none"> • FPS Reconciliation Year to Date <p>Where possible, adjustments to balances held in ESR should be made by</p>

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	<p>processing element entries in a Payroll run, in accordance with Payroll Best Practice. However, there are cases where this is not feasible, for example, when no further payroll runs can be processed in the tax year. In such cases, it is necessary to use the Balance Adjustment facility:</p> <ul style="list-style-type: none"> • Balance Adjustments
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ACTION REQUIRED

Please use this User Notice to prepare for the completion of Tax Year End.

FURTHER INFORMATION

N/A

NEXT UPDATE

The next User Notice entitled 'RTI End of Year Preparation 2' will be sent on the 4th March 2020.