


UN2855 1 of 10 04 th MAR 2020	Electronic Staff Record Programme USER NOTICE	
Title	RTI End of Year Preparation 2 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 second 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 31st March 2020.

The relevant expected task completion dates can be seen in the summary below

User Notice 1

UN2850 contained the following information:


Communication Date	Expected Completion	Comments
12-FEB-2020	22-MAR-2020	ESR Infopoint and HMRC online reminders

User Notice 2

This UN contains the following sections:

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

2	2.1	RTI Notification to HMRC
	2.2	ESR Infopoint
	2.3	Supplementary Payroll Processing Month 12 and Week 52
	2.4	Payroll Interlocks
	2.5	Tax Code Uplift
	2.6	Scheduling – RTI Processes
	2.7	Final FPS Submission
	2.8	Final EPS Submission


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	2.9	NHS RTI P60 Archive Process
	2.10	RTI –FPS Amendments for Earlier Year Process
	2.11	Bank Holiday Dates
	2.12	Week 53
	2.13	GB BIK Car and Car Fuel Element


HMRC Submission Deadline Information:

HMRC Submission Dates for 2019/20		
	IBM Recommended Best Practice Deadline	HMRC Published Final Deadline
Final date for FPS (Final for Year) Submission	Before or on Last Payment Date	Before or on Last Payment Date
Start of Year Processing and loading of P9 files	03-APR-2020	06-APR-2020
Final date for EPS (Final for Year) Submission	9-APR-2020	19-APR-2020
Final date for Payment NI / PAYE (Cheque)	9-APR-2020	19-APR-2020
Final date for Payment NI / PAYE (BACS)	9-APR-2020	22-APR-2020
Final date for P60 distributed to all employees	01-MAY-2020	31-MAY-2020
Final date for P11D(b) Submission	12-JUN-2020	06-JUL-2020
Final date for P11D Distribution to employees	12-JUN-2020	06-JUL-2020
Final date for Payment Class 1A NI (Cheque)	10-JUL-2020	19-JUL-2020
Final date for Payment Class 1A NI (BACS)	10-JUL-2020	22-JUL-2020


If you need to make a correction or amendment to your payroll in the previous tax year after the 19th April, you must submit an RTI –FPS Amendments for Earlier Year 2019/20.

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2.1	<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>Payroll: Annual Reporting and Tasks</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>
2.2	<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>https://www.infopoint.esr.nhs.uk/?q=node/4382</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. Users will need to be logged into Infopoint in order to access the links:</p> <ul style="list-style-type: none"> • A-24360 - NHS RTI Year To Date Reconciliation Report • NHS RTI Year To Date Reconciliation Report FPS and EYU Example Layout • NHS RTI Year To Date Reconciliation Report P60 Example Layout • RTI Reconciliation Template FPS PTD • Balance Adjustments • Start of Year Request <p>Please continue to monitor ESR Infopoint as new information will be added regularly.</p>
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2.3	<p><u>Supplementary Payroll Processing Month 12 and Week 52</u></p> <p>Users wishing to use the Supplementary facility for Month 12 should ensure that these are scheduled to be run BEFORE subsequent Weekly payroll processing begins.</p> <p>Further information on supplementary payroll processing can be found in the NHS ESR User Manual. This is available on ESR Infopoint using the following link:</p> <p>Supplementary Payrolls</p>
2.4	<p><u>Payroll Interlocks</u></p> <p>Users with employees who have assignments on both weekly and monthly payrolls, and who wish to run a supplementary payroll for Month 12, are required to change the Normal Payment Date held against the monthly payroll description.</p> <p>Notes: Monthly Dates should not be changed until normal Monthly processing has been completed and a BACS file sent.</p> <p>NB: You must complete the Monthly Supplementary Processing BEFORE subsequent Weekly payroll processing begins.</p> <p>Follow the navigation path below to change the 12 2020 Calendar Month Normal Payment Date:</p> <p>XXX Payroll Super Administration > Payroll > Payroll Description > Period Dates (B)</p> <p>Examples: Weekly pay day (Monday 30-MAR-2020)</p>

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	<p>The monthly Normal Payment date is to be changed to 30-MAR-2020.</p> <p>Weekly pay day (Tuesday 31-MAR-2020)</p> <p>The monthly Normal Payment date is to be changed to 31-MAR-2020.</p> <p>When submitting the NHS BACS (Monthly) users are required to change the Process Date parameter to a working day before the supplementary pay day.</p>
2.5	<p><u>Tax Code Uplift</u></p> <p>As of 4th March there is no Tax Code Uplift. However this may Change with the next Budget due 11-MAR-2020.</p> <p>The Start of Year process will apply any uplift as well as moving employees from a Non-Cumulative to Cumulative tax basis.</p> <p>A Start of Year FAQ containing further details is available on ESR Infopoint:</p> <p>Start of Year</p>
2.6	<p><u>Scheduling - RTI Processes</u></p> <p>There are no special schedules for the RTI End of Year Processes.</p> <p>NHS RTI FPS XML Process 2019/20 (Weekly) can be run during the day and NHS RTI FPS XML Process 2019/20 (Monthly) is an overnight process.</p> <p>The NHS RTI EPS Create Process 2019/20 is an overnight process and the NHS RTI EPS XML Process 2019/20 can be run during the day. Note that you must be datetracked to in or before 05-APR-2020 to be able to select the</p>

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	<p>relevant EPS date.</p> <p>The NHS RTI P60 Archive Process, and the RTI –FPS Amendments for Earlier Year 2019/20 are overnight processes.</p> <p>Note that for any overnight processes, the jobs can be submitted during the day but they will remain with a Status of ‘Pending’ until the queue is opened in the evening.</p>
2.7	<p><u>Final FPS Submission</u></p> <p>IBM recommends that you DO NOT mark any FPS as final.</p> <p>HMRC do NOT accept FPS files after the 19th April. This includes files that were originally sent before the 19th April, rejected by HMRC and then subsequently re-submitted after the 19th April.</p> <p>For information on how to submit End of Year details after the deadline, please see section 2.10.</p>
2.8	<p><u>Final EPS Submission</u></p> <p>Final EPS – You SHOULD mark your final EPS as ‘Final’. This is the recommended process of informing the HMRC that your tax year end position has been finalised.</p> <p>This must be done BEFORE the 19th April 2020.</p>
2.9	<p><u>NHS RTI P60 Archive Process</u></p> <p>Users should allow 5 working days from the completion of their P60 submission to the receipt of the printed forms. With this in mind users are asked to run their P60 process as soon as they are satisfied that their final submissions to HMRC</p>

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	<p>are correct.</p> <p>NB: P60s should not be generated until Release 45.0.0.0 has been applied. This is due for the weekend of 28th/29th March 2020.</p> <p>For further guidance refer to the Real Time Information Tax Year End Guide 2020 which will be made available on ESR Infopoint following the release.</p>
2.10	<p><u>RTI –FPS Amendments for Earlier Year Process</u></p> <p>Any adjustments after the 19th April 2020 must be reported to HMRC via an RTI –FPS Amendments for Earlier Year 2019/20 submission. There is a process called NHS RTI –FPS Amendments for Earlier Year 2019/20 which will be deployed as part of Release 45.0.0.0.</p> <p>RTI –FPS Amendments for Earlier Year 2019/20 adjustments need to be done before the P60 archive is generated to ensure consistency</p> <p>For further guidance refer to the Real Time Information Tax Year End Guide 2020 which will be made available on ESR Infopoint following the release.</p>
2.11	<p><u>Bank Holiday Dates</u></p> <p>Employing Authorities need to be aware of the following Easter Bank Holidays:</p> <p>Good Friday (10th April 2020) Easter Monday (13th April 2020)</p> <p>Please note that these are non-processing days for BACS.</p>

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2.12	<p><u>Week 53</u></p> <p>There will not be any WK53 Payments in 2019/20.</p>
2.13	<p><u>GB BIK Car and Car Fuel Element</u></p> <p>For those employers who are payrolling the Benefit in Kind for car and car fuel please note the element GB BIK Car and Car Fuel Element needs to be end dated at the end of each tax year and where applicable re-entered for the following tax year.</p> <p>The elements can be end dated using the NHS Mass End Date of Recurring Element Entries Process and full guidance is available on ESR Infopoint: https://www.infopoint.esr.nhs.uk/?q=node/5519</p> <p><u>Failure to do this will cause the April payroll to fail.</u></p> <p>NB: As of 06-APR-2020 there is a New Input Value on this element - Zero Emission Mileage.</p> <p>All cars that have an entry of CO2 emissions from 1 to 50 g/km must have the Zero Emissions Mileage entered on the Further Element Entry Information Flexfield.</p> <p>The value to be entered will be the factory standard zero emission mileage for that car, and should be obtained from the car provider. It must be a positive integer less than 9999</p> <p>This Input Value MUST NOT be entered for any cars where the CO2 emission value is outside of the range 1 to 50 g/km.</p> <p><u>Failure to do this will cause the April FPS to fail</u></p>

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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

N/A