


UN2866 1 of 2 16 th MAR 2020	Electronic Staff Record Programme USER NOTICE	
Title	Information relating to changes for Tax Year 20/21	
Purpose	To advise all ESR Organisations on changes that are due to be implemented for the new Tax Year	
Intended Audience	All Payroll and HR Users	

SUBJECT

Information relating to changes for Tax Year 20/21

DETAIL

The following information is provided to make users aware of some changes that will be applied for the new tax year, this is in addition to the normal communications for the year end updates.

AFC Average Pay

In line with new legislation, the average pay referencing period will increased from 12 weeks/3 months to 52 weeks/12 months. This will apply to all new absences recorded after the 1st April.


Off Payroll Workers

From April Off Payroll Workers are required to be identified on the FPS. A new field is being added to the RTI Information EIT, to allow the assignment to be marked as an Off Payroll Worker. This needs to be added to all current assignments before any payroll processing in April.

When setting up new assignments as Off Payroll Workers they must not be aggregated for PAYE or NI, as such the automatic NI flag must be removed and the Off Payroll Worker field updated before any processing is actioned.

NHS RTI FPS Amendments XML Process 2019/20

The above process is being introduced to replace the EYU for the Tax Year 19/20 onwards. Further details will be provided in the year end update communications.

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ACTION REQUIRED

Users need to make sure that any current Off Payroll Workers are not aggregated from the start of the new tax year and that the Off Payroll Worker flag has been added to the assignment.

FURTHER INFORMATION

None

NEXT UPDATE

Full details of the above changes will be provided in the Year End Webinars and Guide to Enhancements.