


UN3148 1 of 1 31 <sup>st</sup> MAR 2022	Electronic Staff Record Programme <b>USER NOTICE</b>	
<b>Title</b>	Producing P60's when the NI Reporting assignment has changed during the year	
<b>Purpose</b>	To advise Users on managing the production of P60's when the NI Reporting assignment has changed	
<b>Intended Audience</b>	ESR Payroll Teams	

## SUBJECT

Advice on producing P60's when the NI Reporting assignment has changed during the tax year.

## DETAIL

Users are advised that where an employee has multiple assignments and the RTI NI Reporting Assignment has been terminated but has not been ended within the same tax year, then all of the Employee's NI details are not reported on the P60.

A development is being worked through and subject to successful testing will be delivered in Release 53.2 at the end of April. We advise organisations that have assignments who have changed NI Reporting during the year, to wait to produce the P60's until this change has been applied.

## ACTION REQUIRED

Organisations with assignments in the above scenario should wait until after the release has been deployed to produce P60's, alternatively a manual P60 can be issued locally where required.

## FURTHER INFORMATION

Organisations who are not impacted by this can produce P60's as normal, once all the year-end processing is complete.

## NEXT UPDATE

None planned