



ELECTRONIC STAFF RECORD

RN501 Guide to Enhancements and Changes
Release 53.2.0.0

Information classification: PUBLIC

Revision Date: APRIL 2022

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1 **Introduction**

The purpose of this document is to provide details of the enhancements to the ESR system in Release 53.2.0.0. The details are grouped in functionality order.

The changes to functionality outlined in this Release Notice are subject to successful testing. As is normal practice, any amendments to the content of the Release will be communicated in the Final Guide to Enhancement Notice.

NOTE: All Employee data used in this publication is fictional. Any similarity with the names used in this publication with the names of actual persons is purely coincidental and not intentional.

2 P11D 2021/22

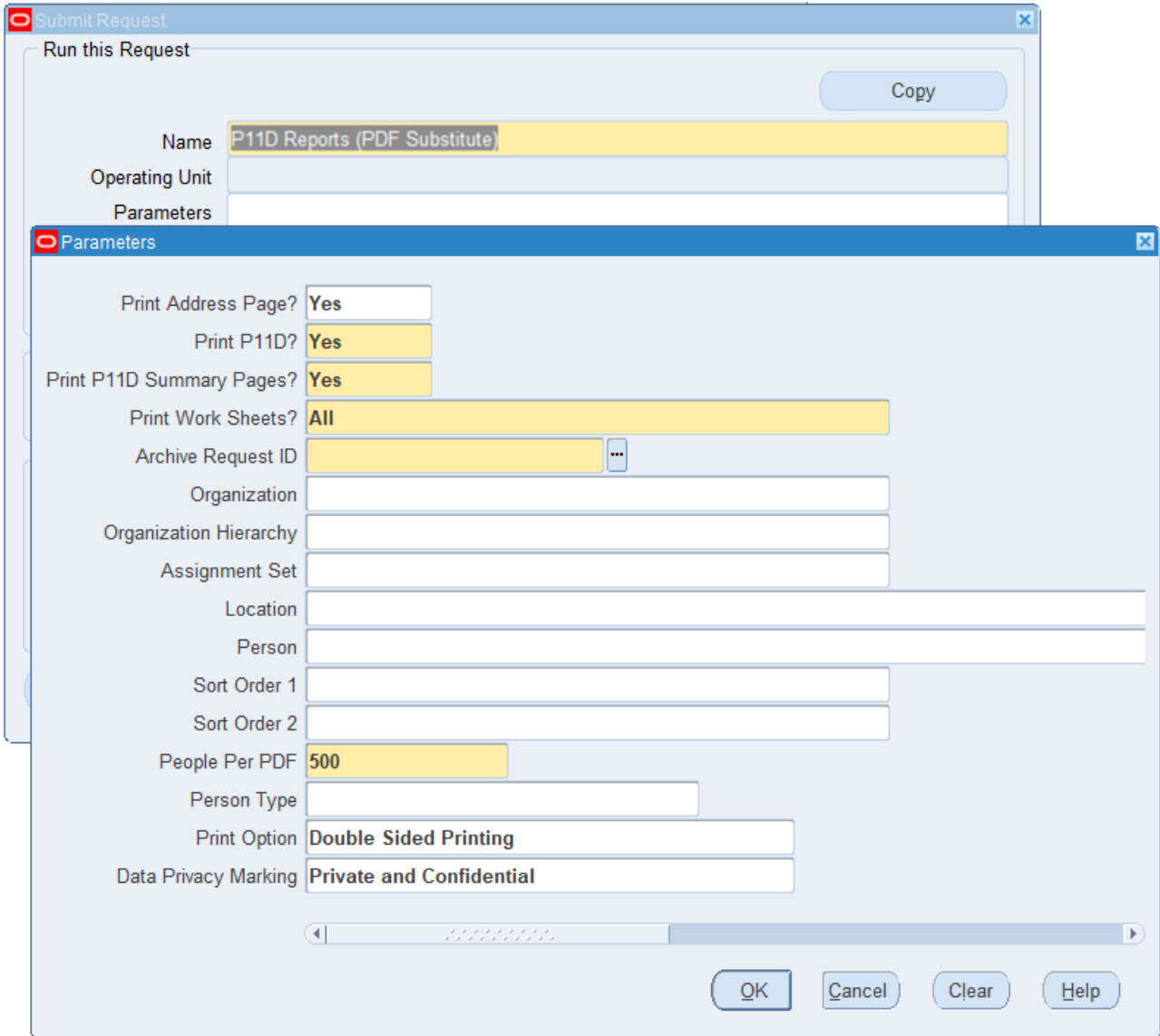
P11D Changes for 2021/22

The following functional changes are made to cater to P11D 2021-22 legislative updates:

1. All Working Sheets have been modified to reflect the new Tax year 2021-22.
2. For 2021-22, the Number of Days in the Year is 365, as 2022 is not a leap year.
3. Multiplier used in calculating the fuel benefit has increased from £24,500 to £24,600, whereas the basic calculation method remains unchanged.
4. Multiplier used in calculating the van fuel benefit has increased from £656 to £669, whereas the basic calculation method remains unchanged.
5. The cash equivalent value used to calculate the benefit for a van which is available for private use has increased from £3,490 to £3,500.
6. The official rate of interest changed from 2.25 to 2.00 %.
7. The Relevant Threshold is the value which forms the basis of the appropriate percentage from 2012/13 onwards. For 2021/22, it is set at 95 g/km.
8. In addition, special rules cover cars where the unrounded CO2 emissions figure does not exceed 75.
9. HMRC has published tables to select the appropriate percentage for using in the car benefit calculation, based on CO2 emissions.
10. Fuel Types accepted by HMRC are A, D, and F. The 9 different Fuel Types are reported under the Fuel Types A, D and F (from April 2019).
 - Fuel Type B, C, G, H, P and E will be reported as Fuel Type A.
 - Type L and D will be reported as Fuel Type D.
 - Type F will be reported as Fuel Type F.
11. The format of the P11D and accompanying worksheets has been updated in line with the specification for 2021-22. The XML file produced is also updated to comply with the 2021-22 specification issued by HMRC.
12. From the tax year 2021-22 onwards a new concurrent process, P11D Reports (PDF Substitute) has been introduced to print P11D and worksheets. The new process will produce the P11D and Worksheets using substitute forms which have been approved by HMRC, instead of using the official HMRC P11D stationery.

For previous tax years, the existing P11D Reports (PDF) will continue to produce the P11D and Working sheets using the official HMRC P11D stationery for the relevant tax year. To ensure the correct process is used, the existing P11D Reports (PDF) process will only show the Archive Request IDs for 2020/21 and before.

The new request 'P11D Reports (PDF Substitute)' is available to run from the XXX Payroll Super Administration URP. It has the same parameters as the existing P11D Reports (PDF) process. The Archive Request ID list of values will only show Archive Request IDs from 2021/22 onwards, it will not show the Archive Request IDs from 2020/21 and before.



Note: There is an issue currently with the P11D Reports (PDF Substitute) process:

When an employee only has one P11D Element, i.e., 'Mileage Allowance and PPayment' and the calculated benefit value is '0', then the P11D Reports (PDF Substitute) process does not produce Working Sheet 6. Only an Address Sheet will be generated.

- 13. The process to send P11D files to OPUS for printing remains the same. The organisations which are subscribed to OPUS P11D printing need to submit the 'NHS P11D Report Print (PDF)' process by selecting the relevant Request ID of P11D Reports (PDF Substitute).

REMEMBER:

Zero Emission Mileage

The 'Zero Emission Mileage' field for the element 'Car and Car Fuel 2003_04' is available from the Further Entry Information flexfield and is used to store the number of miles a zero emissions car can drive on electric power only. A value should be entered in this field if CO2 emission are within the range 1-50 g/km.

Where the CO2 emissions are within the range 1-50 g/km for the Vehicle you should also ensure the 'Zero Emission Mileage' field is completed in the Vehicle Repository:

The screenshot shows a 'Vehicle Value' form with the following fields and values:

- Currency: GBP
- List Price: 40640
- Accessory Value Added Later: (empty)
- Asset Number: (empty)
- Taxation Method: (empty)
- Department Vehicle Assigned To: (empty)
- Lease Contract Start Date: 15-Sep-2017
- Lease Contract End Date: 14-Sep-2020
- Accessories Value Fitted Initially: (empty)
- Classic Car Value: (empty)
- Lease Contract Number: (empty)
- Lease Contract Expiration Date: (empty)
- Zero Emission Mileage: 10 (highlighted with a red box)

The 'NHS P11D Extract and BEE Batch Upload' process will extract the data for the data item – 'Zero Emission Mileage' from the vehicle repository and populate the 'Zero Emission Mileage' available in Further Entry Information for 'Car and Car Fuel 2003_04' element.

If a value is not entered for 'Zero Emission Mileage' where the CO2 emissions are within the range 1-50 g/km for the vehicle then the P11D Legislative Process will return the following error:

Error code 7979: The value for Zero Emission Mileage cannot be blank, because there is a value for CO2 Emission within the range of 1-50 g/km.

If a value is entered for 'Zero Emission Mileage' where the CO2 emissions are not within the range 1-50 g/km for the vehicle then the P11D Legislative Process will return the following error:

Error code 7978: The value for Zero Emission Mileage must not be present, because the value for CO2 Emission is not within the range of 1-50 g/km.

P11D elements for a maximum of two assignments

You can only enter P11D elements for a maximum of two assignments. If you enter elements for more than two assignments, then the P11D Legislative Process will display the following error message in the log file:

You can enter P11D elements for a maximum of two assignments.

Please take the following corrective action for any affected employees:

1. Make a note of the details contained within the P11D Element Entries across all employee assignments.
2. Copy all of the P11D entries against the Non-Primary Assignments onto the Primary Assignment and then purge the entries against the Non-Primary Assignments.
3. This should result in ALL P11D entries being entered against the Primary Assignment.
4. Rollback the NHS P11D Legislative Process and re-run to create the P11D Archive as normal.

Note: If the Payrolled Benefits (NR) NHS element is used then the Class 1A NIC will have to be manually calculated.

3 TYE 2021/22 – Disabled Requests

In line with HMRC's guidance the following requests have been disabled as they are no longer valid for submission to HMRC:

- NHS RTI FPS XML Process 2021/22
- NHS P46(Car) Archive Process 2021/22
- NHS RTI EPS XML Process 2015/16
- NHS RTI EYU XML Process 2015/16

4 Employment Allowance Increase for 2022/23

Following the Chancellor's Spring Statement, eligible employers can now reduce their annual National Insurance liability by up to the revised annual allowance amount of £5,000.

5 OLM Emails for 'Virtual Classroom' Delivery Mode

The following OLM emails will now be sent for Classes linked to Offerings with a delivery mode of 'Virtual Classroom':

- Joining Instructions
- Cancellation of a Class
- Withdrawal from a Class
- Update of Training Information