

Q9: How do I set up an Attachment of Earnings Order?

This FAQ booklet does **not** include everything you need to know to operate all types of Attachment. You should read the appropriate Employer's Guides for more information.

9.1 The following pages describe how you set up an e'ee's first Attachment.

First set up the Attachment as a pay item in the first available AFTER-TAX ITEMS line on Screen 1 of the e'ee's Record.


Gross pay items	After tax items	Director (Y/N)? N
*1 480	*A	NI number
		Male/female
		Date of birth / /
		Start date / /
		Leave date / /
		CIS Expiry date / /

Diagram 1: Set up Attachment in After-Tax Items list

CSA order or County Court Judgement

Enter ***A** or ***a**. Enter no values here; there is a separate Attachments box on Screen 2 where you enter values.

Council Tax attachments

There are two sets of tables in use for Council Tax Attachments. SUPERPAY decides which rates to use based on what you enter here.

Enter ***A2** or ***a2** for orders issued after Oct 98 (i.e. all new orders). Enter ***A** or ***A1** (or ***a/*a1**) for orders issued prior to Oct 98.

9.2 Now PageDown to complete the Attachment box

Average pay	Weeks paid	Weeks worked	Total amount	Amount this year	Last pay	Net pay	202.00	B/f	-0.39	Round: To	0.50	C/f	-0.22	Address	Attachment
														1 Main Street	Amount due
														Off Main Cre	Admin cost
														Childwall	Deduction
														Mainton	Protected pay
														MAl INT	Deduction c/f
														Comment	Prot. pay c/f
															Priority y/n

Diagram 2: Enter Attachment details

Amount due

Enter the total amount to be repaid. RUN PAYROLL reduces this balance each pay period until the balance is zero. Leave this field blank for Child Support Agency (CSA) orders.

Admin cost

Many employers make no charge, in which case leave this field blank. However, you are allowed to charge the e'ee up to a Statutory Limit for implementing an Attachment. The current limit is £1. if you want to charge more than £1, check your charge does not exceed the current limit as shown on the order.

Deduction

Enter the amount to be deducted each pay period (as shown on the order). If the Attachment is a Council Tax order leave this field blank - SUPERPAY uses the percentage rates to calculate the deduction.

Protected pay

Enter the minimum amount of 'Net Earnings' as shown on the order. Leave this field blank for Council Tax orders.

Deduction c/f (priority orders only)

SUPERPAY looks after this field for you. You do not normally change this field.

Protected pay c/f(priority orders only)

SUPERPAY looks after this field for you. You do not normally change this field.

Priority y/n (default y)

All CSA and Council Tax orders are Priority orders where unpaid deductions (because of low pay) are carried forward to the next pay period. County Court judgements are not usually priority orders.

9.3 2/4 weekly paid employees

Admin charge: SUPERPAY deducts the figure you enter here; i.e. the value entered here is a charge per deduction made - not a charge per week.

Deduction and Protected Pay: Enter a weekly equivalent. SUPERPAY multiplies the amount entered here by the number of weeks' paid.

9.4 Store the record

Press F9 to STORE the employee's Record. SUPERPAY checks what you have entered and displays an error message if the combination of fields in the Attachment box is incorrect.

9.5 Some examples

Example 1 - Council Tax

An employee has a Council Tax order starting in October 2006. The total to be deducted is £450. You make no admin charge. On an After-tax item line enter ***A2**. Then in the Attachment box enter:

Amount due	450
Priority	y

and leave the remaining fields blank. RUN PAYROLL then deducts a percentage each week which depends on the employee's 'Net Earnings' - until the balance of £450 is zero.

Example 2 - Child Support

An employee has a CSA order to pay £55 a week provided his 'Net Earnings' do not fall below £150 per week. You charge 90p per week admin fee. On an After-tax item line enter ***A**. In the Attachment box enter:

Amount due	(left blank)
Admin cost	.90
Deduction	55
Protected pay	150
Priority	y

RUN PAYROLL deducts £55.90 each week provided the employee's Net Earnings after the Attachment are more than or equal to £150.

Example 3 - Non priority Court order

An employee has a Court Order for £200 to be deducted at £10 a week, provided the e'ee's Net Earnings do not fall below £120. You charge 50p a week admin fee. On an After-tax item lines enter ***A**. In the Attachment box enter:

Amount due	200
Admin cost	.50
Deduction	10
Protected pay	120
Priority	n

RUN PAYROLL deducts £10.50 a week provided the employee's Net Earnings after the Attachment are more than or equal to £120, until the balance of £200 has been paid.

9.6 Not enough money to pay fixed deduction

RUN PAYROLL deducts only the excess over Protected Pay. If, in Example 3 above, the employee's 'Net Earnings' before the Attachment are £125, RUN PAYROLL deducts only £5.50 - i.e. £5 off the balance outstanding which brings his Net down to £120 PROTECTED PAY less 50p admin charge.

9.7 Holidays - fixed deductions

SUPERPAY multiplies the DEDUCTION and PROTECTED PAY by the number of weeks/months paid. (Still only one admin charge.)

9.8 Payment of attachments

You pay Attachments deducted from your employee(s) to the Issuing Body as per the Instructions shown on the Original Order. To see a list of Attachments deducted this week, print sample report 906.

9.9 More than one Attachment

If the employee already has an Attachment set up on SUPERPAY, telephone our hotline for advice about how to set up a second Attachment. If there is more than one Attachment, Council Tax and CSA orders are always deducted first, and Non-Priority County Court judgements are deducted from the remainder.