

SUPERPAY

Frequently Asked Questions

for 2007

SUPERPAY Frequently Asked Questions 2007

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Introduction

General

This booklet addresses the most frequently asked questions received by our hot-line. CIS and on-line filing queries are not covered since there is a separate booklet for each of these modules.

Our telephone lines are always busy around year end, and we hope that this FAQ booklet will answer your query if you do not want to wait in a queue to speak to a member of staff. The number of screen shots has been kept to a minimum to keep this paper manual as short as possible. We hope that its small size will encourage you to keep it next to your PC rather than file it away on a shelf.

The Queries are listed in no particular order. Please use the Contents section to see if your query is covered by this booklet. There is no index.

Legislation changes

Payroll programs are subject to frequent legislative changes and there may be program changes which have taken place since this booklet was written. If there have been such changes, we will have supplied you with the relevant update notes either on paper or as a web download.

The screen displays reflect SUPERPAY at 31st January 2007 and may not agree with the screens that you see on your computer if you are using a more recent version of SUPERPAY. However, the functionality of SUPERPAY will remain substantially the same as the 3.16.02 version covered by this manual.

Hotline

If your query is not covered by this booklet, please telephone our hot-line in the usual way on 0161 832 4761.

Q1: My printer does not print from SUPERPAY.

SUPERPAY is a MS-DOS® program which works on all Microsoft® Windows® platforms. However, you may need SUPERPAY's PRINT HELPER to print from SUPERPAY.

Q1: What is PRINT HELPER?

If your printer cannot print directly from SUPERPAY, PRINT HELPER 'translates' SUPERPAY's output into a format which your printer understands. It is a free download from SUPERPAY's website (www.superpay.co.uk).

Q2: How does PRINT HELPER work?

Once you have set up PRINT HELPER, you press F10 in SUPERPAY to print in the usual way. However, instead of printing directly to your printer, SUPERPAY sends your printouts to a file on disk. PRINT HELPER then takes over and sends this 'PRINT' file to your printer.

All this happens in the background, and once you have downloaded and set up PRINT HELPER you are not aware that the module is running.

1.1 Before you start

You need to determine what version of SUPERPAY you are using and where your SUPERPAY is stored. Go into SUPERPAY. On the MAIN MENU, press ALT-F10 to display a window of SYSTEM INFORMATION.

- First, look at the version number displayed at the top of the screen. Confirm that you are using SUPERPAY 3.16.01 or later. (If not, download a more recent version from our website.)
- Then make a note of the directory name in the line which starts PROGRAM: This line shows where your SUPERPAY program is stored and you will need to tell PRINT HELPER where that is when you come to 1.7 below.

Press EXIT to return to the MAIN MENU.

1.2 Download PRINT HELPER program

Start Internet Explorer and go to our website (www.superpay.co.uk).

Click on the DOWNLOADS button at the top of the home page:

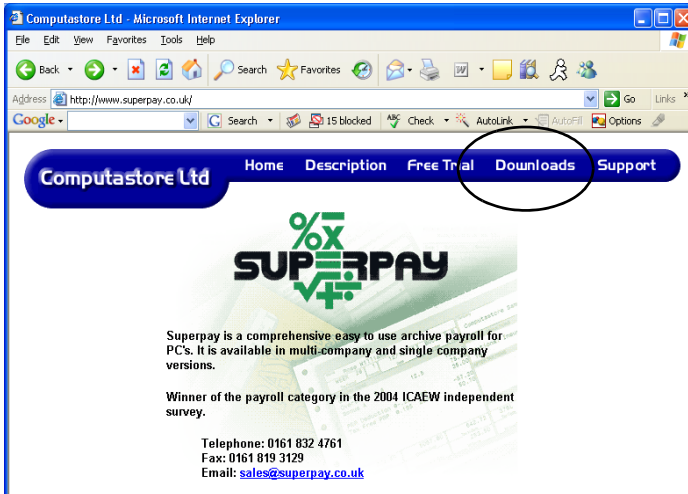


Diagram 1: Select Downloads

In the DOWNLOAD PRINT HELPER section, click on the link to the PRINT HELPER program. (You may need to scroll down to see this.)



Diagram 2: Select the Print Helper program

This is a standard Windows download. Choose RUN or OPEN, whichever option is displayed. If you are asked any security questions click on Yes to proceed. On each

screen which follows, accept the default answers to install the program until you click on FINISH.

1.3 PRINT HELPER set up icon

Close SUPERPAY's website, and you should now see a grey F10 SET-UP icon on your desktop:



Double-click this icon to start the SET UP.

1.4 System Requirements

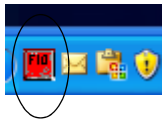
To run PRINT HELPER you need Microsoft's .NET FRAMEWORK VERSION 2.0 on your PC. If, at this stage, you get a:

'The application failed to initialise.....'

message, then you do not have .NET on your computer and you need to download it now. .NET is a free download from Microsoft's website. If you don't know how to download this, refer to Chapter 8 in the 2007 FBI manual.

1.5 Create PRINT HELPER icon

When you have .NET on your PC, double-click your grey F10 SET-UP icon. This creates a small red PRINT HELPER icon in your System Tray (the bottom right corner of your desktop.)



(The System Tray holds programs which automatically load when you turn on your PC (e.g. your firewall). They run in the background and do not normally require operator intervention. This is exactly how PRINT HELPER works. You set up the module, and then when you ask SUPERPAY to print, PRINT HELPER automatically runs - with no further intervention from you.)

1.6 Select SUPERPAY printer

Double-click the red PRINT HELPER icon to display the following SETTINGS screen.

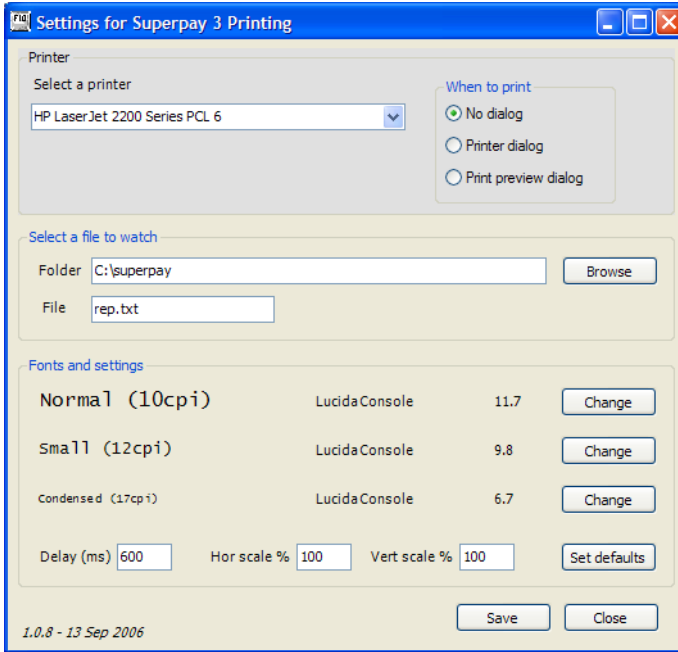


Diagram 3: Choose a printer

Select a printer from the drop down list in the usual way.

1.7 Select 'file to watch'

You now need to tell PRINT HELPER where SUPERPAY will save your printouts. If you store SUPERPAY in the default directory of c:\superpay this is already set for you.

You should not need to enter or change any other fields on this screen - the file name **rep.txt** is already displayed - so now click on SAVE to close the SETTINGS window and activate the module.

1.8 'Active' PRINT HELPER icon

Now that you have activated the PRINT HELPER module, the System Tray icon changes from red to green.



If you later realise you want to change a SETTING, double click this icon to re-display the SETTINGS screen, and enter the changes.

1.9 Prepare SUPERPAY for PRINT HELPER

The next step is to set up your SUPERPAY PRINTER CONTROL settings.

Return to SUPERPAY. On the MAIN MENU, choose option 8, UTILITIES and then choose option 2, PRINTER CONTROL. On this first screen, check that the DESTINATION column is either blank or PRINTER 1 for both your payslips and plain paper reports. Then press PAGE DOWN to display the following screen.

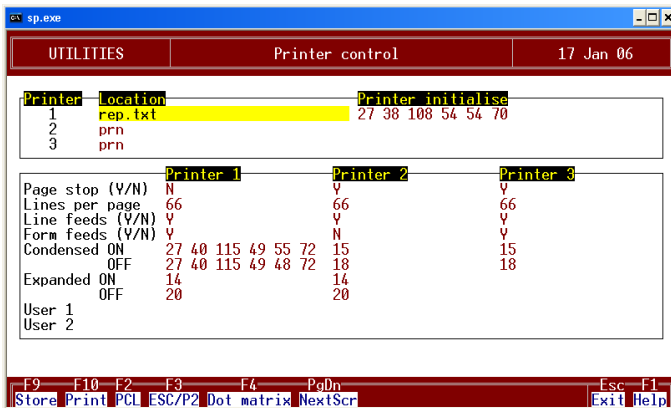


Diagram 4: Set printer details in SUPERPAY

Press F6. This sets up **rep.txt** in the PRINTER 1 LOCATION field and inserts a string of numbers in the PRINTER INITIALISE and CONDENSED ON and OFF fields. Press F9 to STORE this screen.

1.10 Confirm Print Helper works OK

Return to the MAIN MENU and now choose option 7, COMPANY RECORD. Press F10 to 'print' the screen. (Note: it does not matter what report you choose to print here. We suggest COMPANY RECORD because it is easy for new users (or IT personnel) to print without having any knowledge of how SUPERPAY works.)

The first time you use PRINT HELPER, it may take a few seconds to convert the output and start printing. If the printout looks OK then you have successfully set up PRINT HELPER. If you have already run a payroll, check that the WAGES BOOK is printed in condensed format. You should also check that payslips line up properly. If not see FAQ 7 in this booklet.

1.11 What happens next

From now on, PRINT HELPER will start automatically when you start Windows. Whenever you press F10 in SUPERPAY to print, the printout will be sent to a REP.TXT file which PRINT HELPER automatically sends to your printer.

1.12 Change printer

If you want to change your printer, you do this in PRINT HELPER, not SUPERPAY; i.e. you double click on the green F10 icon in your System Tray, select the new printer from your drop down printer list and then SAVE the screen.

1.13 'Double' printouts

If you get two copies of all your SUPERPAY reports, you have inadvertently clicked twice on the grey F10 icon on your desktop and set up PRINT HELPER again. If this has happened, right click on one of the green PRINT HELPER icons in your System Tray, and left click on EXIT to delete the 'extra' icon.

Q2: I want to transfer SUPERPAY to a new PC.

2.1 Summary - for IT personnel familiar with Windows.

Plug in a flashpen into the USB drive on your 'old' PC. If you haven't got a flashpen, it costs about £10 to buy one with enough storage for your SUPERPAY data and program. However, if your 'old' PC can write to CD, then you could use Windows to copy your SUPERPAY files to CD and then use Windows to copy them back again to the new PC instead of using a pen drive as described below

1. On your 'old' computer determine where your SUPERPAY program and data are stored: i.e. Load SUPERPAY and go to the MAIN MENU. Press Alt-F10 to display a screen of System Information. If the lines which start with Program:, Local, Shared, and Data are **not** all the same, contact our hotline.
2. Assuming SUPERPAY is all in one folder, on the 'old' PC copy the entire folder to the pen drive. (If it's not all in one folder, you should contact our hotline.)
3. On your new PC, plug the memory stick into the USB drive and copy the entire folder to the same place on the new hard drive.
4. On your new PC, set up a short-cut to **sp.exe** on your desk top.
5. If you don't know how to create your own short-cut, go to SUPERPAY's website, www.superpay.co.uk, and download the latest version of SUPERPAY. Follow the on-screen instructions and tick the CREATE A SHORT-CUT box when asked. Make sure you complete the download, i.e. keep following the on-screen instructions until you click on FINISH.
6. Many users change their printer when they change PC. If you are connecting a printer to a USB port on your new PC or across a network, then you should now make sure you have .NET FRAMEWORK 2.0 (this is a free download from Microsoft's web-site). This will enable you to use SUPERPAY's PRINT HELPER -see below.
7. If you need SUPERPAY's PRINT HELPER, refer to Q1 (above) and download SUPERPAY's PRINT HELPER from our website www.superpay.co.uk.

2.2 If you are not familiar with copying whole folders in Windows, you can use SUPERPAY to take a Backup of your data on your old PC. You then download the most recent version of SUPERPAY from our website onto your new PC and use it to Restore your data onto your new PC.

1. First, decide whether you will backup the data on your 'old' PC to floppy disk or flash pen/memory stick. Note: you cannot backup to CD within SUPERPAY.
2. Next, on your 'old' PC, go to UTILITIES, SYSTEM DETAILS and enter the appropriate drive letter in the BACKUP/RESTORE DISK DRIVE field. If you are backing up to floppy disk, you can skip this step.
3. On your 'old' PC, go to UTILITIES, FILE MAINTENANCE and choose option 1, BACKUP TO FLOPPY DISK and enter each company number in turn or enter ALL to backup all your companies in one go. If your data takes more than one disk, SUPERPAY prompts you when to insert a new disk. (Note: if you are backing up to a flash pen, the menu option still shows BACKUP TO FLOPPY DISK even though the backup is to the drive letter you entered in Step 2. above.
4. Before closing down SUPERPAY on your 'old' PC, press ALT-F10 and note the name of the directory where your **data** is stored. (see 1. in 2.1 above). You will need this location to RESTORE your data to the same directory name on your new PC.
5. You then go to our website www.superpay.co.uk and follow the on-screen instructions to download the latest version of SUPERPAY (tick the SHORT-CUT BOX to create a SUPERPAY icon on your new PC) to the directory name that you noted in 4. above. We do not recommend that you use your latest update disk/CD to install SUPERPAY on your new PC since the version on our website is probably more recent. (The download procedure is described in 2.3 below.)
6. Many users change their printer when they change PC's. If you are connecting a printer to a USB port on your new PC or across a network, then you should now refer to Q1 (above) and also download SUPERPAY's PRINT HELPER from our website.
7. When you first load SUPERPAY on your new PC you will be asked to enter an up to date licence number to activate SUPERPAY (rather than use the demo version). This number is on the Despatch Note that

came with this FAQ manual and consists of a letter, then 4 or 5 numbers, plus 3 groups of 3 numbers; e.g A1234-123-456-789.

8. On your new PC, go to UTILITIES, FILE MAINTENANCE and choose option 2, RESTORE FROM FLOPPY DISK. (If you have used a flashpen, you will first need to change the drive letter on your SYSTEM DETAILS screen.). Enter a company number or enter ALL to restore all. If your data is on more than one disk, SUPERPAY prompts you when to insert a new disk. Note: you start with the last disk in the sequence rather than the first.

2.3 Download Superpay from our website

The SUPERPAY download from our website follows standard Windows conventions.

1. First, decide where you want to install SUPERPAY. We suggest C:\SUPERPAY. If you Backed up your data **within** SUPERPAY on your 'old' PC, you need to Restore that data into the same directory name on your new PC and unless you have the unlimited version of SUPERPAY, your data and program need to be in the same directory; i.e. you cannot choose a different directory.
2. Now go to our website www.superpay.co.uk and click on DOWNLOADS. In the 'Download SUPERPAY for 2006-2007' section click on **Download version 3.16.x** where x is the latest update number (or 3.17.x or 3.18.x)
3. A standard Security window is then displayed. The format depends on your browser.

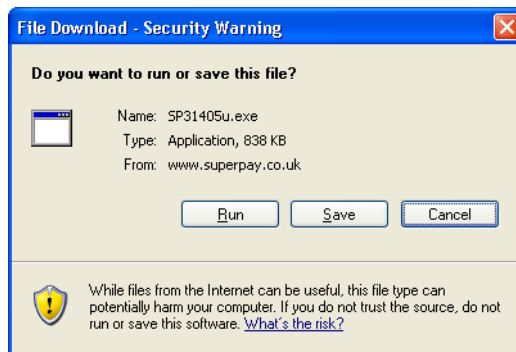


Diagram 1: Standard Security Window

4. Click RUN or OPEN, whichever option is displayed.
5. A progress window is then displayed. You are then asked if you want to run this software. Check that the name Computastore Ltd is displayed in the message and click on RUN to continue. A progress bar is displayed.
6. The Setup Wizard is then displayed.



Diagram 2: Superpay setup wizard

Click on NEXT.

7. You are then asked to enter the name of the destination folder for SUPERPAY. You are prompted with what you last entered in this download box **or** c:\superpay.

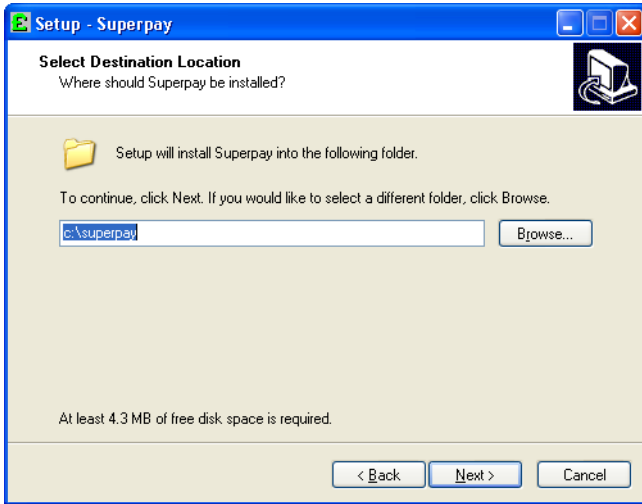


Diagram 3: Choose install location

Many users accept the default c:\superpay. If you want a different directory, either key in the directory name **or** click on BROWSE to find the directory. When you click on your choice, that directory name is automatically inserted in the location field.

Click on NEXT to continue. If the directory does not exist, SETUP asks if you want to create a new directory.

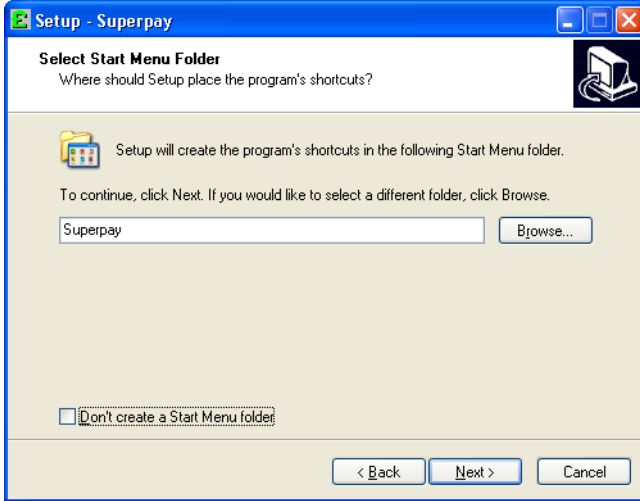


Diagram 4: Create shortcut in Start menu

At the bottom of the screen, SETUP displays a DON'T CREATE A START MENU FOLDER tick box. If you're not sure what this means, leave the box ticked and click on NEXT. If you want SUPERPAY in your START menu, untick the box and either accept the default folder (which follows standard Windows conventions) or enter another folder name. Then click on NEXT.

8. SETUP then asks if you want to create some icons.

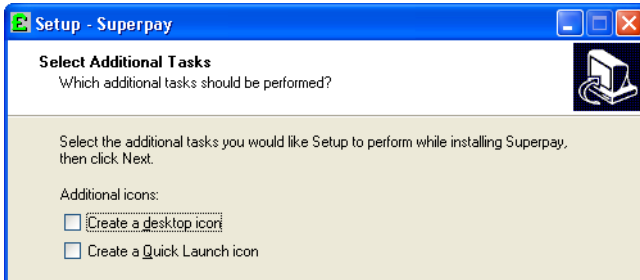


Diagram 5: Create icons if required

Since you are putting SUPERPAY onto your new PC, tick the CREATE A DESKTOP ICON box. Leave the other box unticked. Then click on NEXT.

9. SETUP then confirms the INSTALL details. Click INSTALL to proceed. A progress bar is displayed.
10. When the installation is complete, the following screen is displayed.

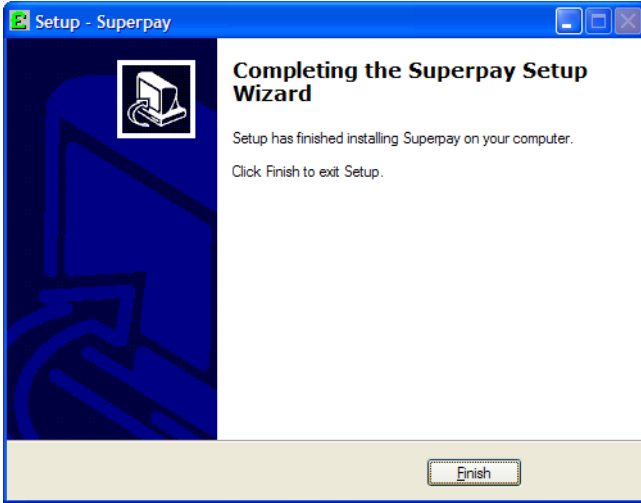


Diagram 6: Installation complete

Click on FINISH to close this window, and then click X on the top right of your Internet browser to go back to your desktop. Now double-click your SUPERPAY icon to load SUPERPAY. Enter your Licence number when requested to do so.

2.4 Return to what you were doing

If you were downloading SUPERPAY simply to create a short-cut, return to 2.1 point 6 above. If you were downloading SUPERPAY so that you can RESTORE your data, return to 2.2 point 6 above.

Q3: We are having an Inland Revenue inspection.

- a. The Inspector has asked to see our Parameters File.**
- b. The Inspector has asked us to send our payroll data to the Revenue before the Inspection.**
- c. Before we send this file, how can we check what will be sent?**
- d. I don't have Microsoft Office, and so can't view the file in Excel. What data is in the file?**

3.1 a. SUPERPAY has no Parameters File.

Some payroll programs have a Parameters File which stores tax, NI, SSP and Parental Pay rates and bands. Users update this file when there are legislative changes. SUPERPAY does not work in this way. When there are legislation changes we provide an updated SUPERPAY program to cover the changes.

Since SUPERPAY has no Parameters File, the Inspector can't view the rates and bands used by SUPERPAY. Instead, the Inspector can check that you are using the correct rates and bands by looking at your SUPERPAY logo screen. This shows the date of the latest legislation change that has been applied to your program - e.g. the 18TH MAY 2006 version includes all legislation changes up to and including 18TH MAY 2006. If you have the latest version, all the rates and bands will be correct. The Inspector can confirm this by selecting various payslips or looking at a deduction card and checking SUPERPAY's calculations.

3.2 b. You can use sample report 927 to send a file in the required format to the Revenue.

There is no legal requirement for you to comply with the Revenue's request. However, sending the file in advance will cut down on the time spent by the Inspector on your premises and minimise the disruption caused by site visits.

You produce the file as follows:

1. Go to UTILITIES, option 3, REPORT DESIGN.
2. Press F7 and tell SUPERPAY to copy layout 927 (IR pre-visit data export) which is listed at the end of your REPORT DESIGN screens. You can copy report 927 to any number below 700; we suggest 327.

3. Press SPACE to copy the layout.
4. When the prompt is re-displayed, EXIT back to the MAIN MENU.
5. Now go to USER REPORTS, enter 327 and enter the week/month numbers requested by the Revenue in the FROM and TO fields - e.g. if the Revenue wants to see all your data from 6/04/05 up to 31/12/06, in the FROM field you would enter:

06w1 or **06t2** or **06f4** or **06m1**

i.e. you enter the first tax period in the 2005/2006 tax year. You would then enter in the TO field:

07w39 or **07t40** or **07f40** or **07m9**

i.e. you enter the last tax period up to and including 31/12/06. If you have both weekly and monthly payrolls, you will need to send two files to the Revenue.

6. When the PRINT PROMPT is displayed at the bottom of the screen, press SHIFT-F10 to save the data to a disk file.
7. You are asked for a file name. Enter whatever is meaningful to you. The maximum number of characters is 8 which can be a mix of letters and numbers. The extension has to be .csv. e.g. enter **IRV1.CSV** for Inland Revenue Visit, file 1. If you are sending two files - e.g. weekly and monthly - the files must have different names.
8. When you press ENTER, SUPERPAY saves this file in the same directory as your SUPERPAY program. For most users, this is C:\SUPERPAY. The file is saved in a CSV format which the Inland Revenue's computers will recognise. (If you're not sure where your SUPERPAY program is stored, press ALT-F10 to display a window of SYSTEM INFORMATION. Look at the line which starts with Program. That is the name of the folder where you will find this file.)
9. You now EXIT SUPERPAY and use Windows to copy this file to a disk or CD for posting to the Revenue. If you do not know how to copy the file, you need to request support from your IT support personnel.
10. Remember: If you have both weekly and monthly paid employees you will need to send two files to the Revenue (similarly, if you have weekly and four weekly etc.).

3.3 c. You can view the data that you are about to send to the Revenue as an Excel spreadsheet.

The data in this csv file is not in an easy to view format. Each field is separated by !'s and the lines do not have paragraph markers. However, you can open the file in Excel and with a bit of tweaking you can view it as a spreadsheet. (You cannot print it, since the data for each employee is split over very many columns.)

1. Go into Excel (Microsoft Office)
2. Click on FILE/OPEN. Look in C:\SUPERPAY (or whatever folder holds your SUPERPAY program).
3. Drop down the FILES OF TYPE: menu and choose **Text files ...csv...**
4. Double click on the file.

Laser printer

5. If you use a laser printer, there are print codes at the beginning of this report which Excel doesn't recognise. So a pop-up message:

This file is not in a recognisable format

is displayed. Click OK. Now go to step 8. below.

Dot matrix

6. If you use a Dot matrix printer step 5. is bypassed; i.e. there aren't any print codes which Excel doesn't recognise.
7. Click on the letter A to highlight Column A. Click on DATA and choose TEXT TO COLUMNS.

Both types of printer

8. For either a dot matrix or laser printer, the TEXT IMPORT Wizard is then displayed. Select the DELIMITED option. Click on NEXT.
9. A Wizard Step 2 window is now displayed. In the DELIMITED box, select OTHER and enter ! (as the delimiter).
10. Immediately your data is separated into columns. Click on NEXT and then FINISH. You can now view the data as a spreadsheet. The data is similar to a deduction card with a separate line for each pay period for each employee.
11. When you have finished viewing the file, click on FILE and CLOSE the file without saving your changes; i.e. you don't want to send the Reve-

nue the changes you have just made to the file so that you could view it in Excel.

3.4 d. The data lists your e'ees' pay for the tax periods in the range requested.

If you do not have Microsoft Office and/or do not know how to use Excel, you can still post the file to the Revenue but you would not be able to view it in an understandable format.

If you do not want to send the Revenue something you haven't checked, you don't have to send the file. However, as at February 2007, we have had no negative feedback from users who have sent the data as requested. The decision of whether to send the file or not is up to you.

Q4: Can I email a Wages Book to a client?

4.1 Yes. You can save a Wages Book to disk and then email the report as an attachment to an email.

Produce text file

1. Select a WAGES BOOK in the usual way; i.e. as if you were about to print it. When the PRINT prompt is displayed at the bottom of the screen, press SHIFT-F10 (instead of F10 to PRINT).
2. SUPERPAY pops up a window asking you to enter a file name. Enter any name which is meaningful to you with the extension **.txt** e.g. **WBW1.TXT**, **WBM1.TXT**. SUPERPAY will then store the WAGES BOOK report in the same directory as your program folder.

(If you don't know where your SUPERPAY program is stored, press ALT-F10 to display a screen of System Information. The line which begins with Program: is the directory where SUPERPAY has stored this WAGES BOOK text file.)

Send file to client

3. Using your standard Email software (e.g. Microsoft's Outlook or Hot-mail) you can now email this file to your client as an attachment.

Client views report

4. Your client can open the attachment in Notepad. The WAGES BOOK TXT file has print codes which appear on the report. In addition if the report is long, the page breaks are not necessarily at the most logical place on your client's printer. There is no way round this if you send the report as a text file.

4.2 If you can create PDF files and you use SUPERPAY's Print Helper, you can email the Wages Book in a PDF format instead of a txt format.

Change Print Helper settings

5. Double click on the green F10 PRINT HELPER icon in your SYSTEM TRAY.

6. Drop down the 'Select a printer' box and choose your PDF writer - e.g. Adobe PDF or Acrobat Distiller. If you don't understand this paragraph, then it is unlikely that you have a PDF writer available to you, so you should send the Wages Book as a text file only.
7. Select SAVE.

'Print' Wages Book

8. Select Wages Book in the usual way. When you press F10 to print, SUPERPAY saves the WAGES BOOK as a PDF file.

Save PDF file as

9. This is where your PDF writer takes over and asks you where you want to save the file and what you want to call it. The exact format of the screen display depends on which PDF writer you use and is beyond the scope of this FAQ booklet.

Send email

10. As described in 3. above, you use your standard email software to send this WAGES BOOK report to your client as an attachment to an email.

Client receives email

11. Your client can open up the attachment and print the Wages Book in a PDF format without any unwanted print codes.

Change Print Helper back to std printing

12. Don't forget to change back the setting on your PRINT HELPER to print to your printer rather than to a PDF file. (i.e. Double click on the green F10 icon in your SYSTEM TRAY and select your printer rather than your PDF writer. Then click on SAVE.

Q6: How do I pay Statutory Paternity Pay (SPP)

6.1 You set up the Parental Pay box on the 2nd screen of the employee's record and SUPERPAY looks after the SPP calculations for you.

Entitlement

A father who satisfies the qualifying conditions is entitled to 2 weeks' Statutory Paternity Pay (SPP) following the birth of a partner's baby. The Paternity Pay period can start on any day of the week, and one or two weeks SPP must be taken consecutively; i.e. the employee cannot take one week now and another week later.

Apart from checking that an employee's earnings are above the Lower Earnings Limit in the Qualifying Period, SUPERPAY does no other checks on entitlement; e.g. SUPERPAY does not check on length of service. If you are unsure whether an employee is entitled to SPP, telephone the Inland Revenue hotline for clarification.

Rate payable

The rate payable is the lower of 90% of the employee's average weekly earnings or the standard weekly rate. This standard rate is the same as the standard rate for SMP and changes slightly each year. For 2006/7, the standard rate is £108.85 per week. The rate is a weekly amount. Part weeks are not allowed e.g. if the employee only takes 3 days off out of a normal 5 day week, no SPP is due.

Reclaim amount

The amount that you can reclaim is based on your company's National Insurance payments for the Qualifying Year (usually last year). If you are a large employer, you can reclaim 92% of the amount paid. If you are small, you can reclaim 100% of the amount paid plus NIC compensation at the current rate (4.5% for 2006/2007).

SUPERPAY works out the reclaim for you based on what has been set up on the NI amounts on the third screen of the CO RECORD.

Parental Leave box

On the EMPLOYEE RECORD (Screen 2), complete the PARENTAL LEAVE box as follows.

Statutory Sick Pay		Pay method C	A/c no
Weeks	Amount	Sort code	A/c name
Average pay		Roll no	Ref
Parental Leave		Second pay details	
SMP/SPP/SAP	SMP	Pay method	Amount
EWC/MW date	/ /	Sort code	A/c no
Start date	/ /	A/c name	Ref
Higher rate (Y/N)	Y	Roll no	
Stop paying	N	Address	
Average pay		Attachment	
Weeks: Paid	Worked	Amount due	Admin cost
Total amount		Deduction	Protected pay
Amount this year		Deduction c/f	Prot. pay c/f
Last pay		Priority (Y/N)	
Net pay	469.60	Comment	
Round: To	B/f C/f		

F9 Store F10 Print F6 Text F8 PSlip F7 UndoRun F4 Diary P45 ShF4 P45 F2 Wk/Mn F3 Code F5 Delete PgDn NextScr Esc F1 Exit Help

Diagram 1: Parental Leave

1. Enter SPP in the SMP/SPP/SAP field to tell SUPERPAY to pay **Paternity** Pay - the default is SMP.
2. Enter the date the baby was/is due in the EWC/MW field.
3. Enter the calculation start date in the START DATE field. If the employee is paid a week in hand, this is the week after the actual start date. SUPERPAY calculates the amount to pay based on the difference between this 'calculation' START DATE and the date you enter on the RUN PAYROLL menu screen.
4. If the employee is only taking one week off, enter 1 in the WEEKS: WORKED field (i.e. leave the WEEKS: PAID field blank for SUPERPAY to fill in).
5. RUN PAYROLL will then display 1 or 2 weeks' SPP when you process the employee's next payslip. If the employee still has another week due, SUPERPAY will automatically pay the 2nd week on the following week's or month's payslip; i.e. you do not have to enter anything for the 2nd week.
6. If the employee is paid a fixed salary, you will need to adjust his Payslip screen for the amount of SPP paid (i.e. you don't want him to get SPP on top of his normal pay).
7. The reclaim is automatically displayed on the MONTHLY SUMMARY.

As you can see, SPP on SUPERPAY is straightforward. We get a great many queries because users think there should be more to it than entering 3 or at most 4 fields.

Q7: My payslips don't line up properly.

7.1 There are pre-set payslip styles for each of the different payslips that work with SUPERPAY.

Enter style on System Details or Co Record

If you have one company only, enter the payslip style on the SYSTEM DETAILS screen. If you run SUPERPAY for more than one company, enter the default style on your SYSTEM DETAILS screen. Then, if you want a different style for one or two clients, enter their payslip style on the first screen of their Co Records. If you only have one type of payslip for all your clients, do **not** enter a style on the Co Record.

System Details screen

Choose UTILITIES, SYSTEM DETAILS. The highlight is automatically in the PAYSリップ STYLE field (top left of the screen). Enter an appropriate code for your payslips.

UTILITIES	System Details	1 Feb 06
Payslip style B2 BACS: Bureau number Disk number Disk drive A Year end return disk drive A Backup/restore disk drive A	Payment link file Payment file type A Nominal link file Print spool Layout File Line 13 Field 44 Container 34 Comment 33	
Offset: Vertical 0 Horizontal 0 Message		P45 Offset Vertical 0 Horizontal 0
Printer <2> 1. PCL 2. Dot matrix 3. ESC/P2	P14's Orientation <P> (P=Portrait) (L=Landscape)	Offset Vertical <0 > Horizontal <0 >
F9 Store F10 Print		Esc Exit F1 Help

Diagram 1: System details

7.2 Styles for laser payslip

Laser printers - I2, J2, K2 L2, M2 (for product code PL)

These codes are for **laser** and inkjet printers and all printers which use PRINT HELPER. All 5 styles are the same except for slight adjustments to the print position on the page, I2 is the lowest, M2 is the highest on the page. To start with, enter **I2**. Then go to PAYSLEIPS/REPORTS and print a sample payslip using the F4 print prompt. If the sample doesn't line up correctly in the boxes, try **J2**, and then **K2** etc. and see which style gives the best alignment.

Heat seal laser payslip - style P2 (for product code PLHS)

This style is for SUPERPAY's Heat Seal laser (Mailer) payslip. If the print position needs adjusting do this with the Payslip offset fields - see below.

Pressure seal laser payslip - style O2 (for product code PLPS)

This style is for Pressure Seal laser payslips. If the print position needs adjusting do this with the Payslip offset fields - see below.

Special laser payslip style H2

If none of the standard laser payslip styles fits your printer, we can email you payslip style **H2** for you to use the payslip offset fields to adjust the placement of the payslip on your printer. (Instructions on what to do with the emailed layout are sent with the email.)

Note: it is always best to use a standard layout if you can find one that is acceptable. Then, if the payslip design has to change due to legislation changes, you do not have to change the layout again yourself.

7.3 Continuous payslips

Std payslip - style B2 (for product codes P1, P2, P3, PS)

The same style works for one part, 2 part, 3 part and security dot matrix payslips.

Mailer payslip - style A2

Enter **A2** if you use SUPERPAY's continuous Mailer Payslip.

Extra layouts for standard continuous payslips

For **continuous stationery** users, there are 5 extra layouts. They are **not** available for laser layouts.

C2 - no summary payslip is printed at the end of the RUN. This is useful for bureaus who have clients with only one or two employees.

D2 - the employee's name and address is printed on a separate payslip before the employee's actual payslip. When folded at the perforation, the address box fits easily in a standard DL window envelope.

E2 - the company address is printed before the first employee's payslip. This is useful for bureaus who can then insert all the payslips together in a standard DL window envelope. It also allows easy identification of the breakpoint between clients' payslips if you print lots of companies together.

F2 - this shows employer pension contributions on the payslip.

G2 - this prints an employee address payslip **and** shows the e'er pension on the actual payslip; i.e. it is a combination of D and F styles.

Your SUPERPAY program may already have these layouts and if so, you can simply change the payslip style by entering one of the above codes on either your SYSTEM DETAILS file or COMPANY RECORD. If you do not have these layouts, we can e-mail you a layout free of charge. We do not supply special layouts on disk or CD.

7.4 Payslip styles for Stakeholder Pensions

Enter **I3, J3, K3, L3, M3, A3, B3** as appropriate for your printer. These styles are exactly as described for the *I2, A2, B2 etc.* styles above except that the payslip shows a separate line for Stakeholder pension.

7.5 Offset payslip fields

If you have layout H2, first, print a sample payslip with zeros in the Offset Vertical and Horizontal fields. This determines whether you need to enter anything in these Offset fields. These fields allow you to move the payslip print around the form. (However, you cannot move the print past your printer's pre-set top, bottom, left or right margins.)

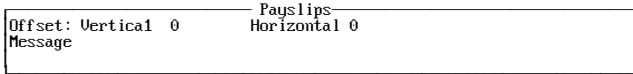


Diagram 2: Payslip box on System details screen

The number you enter represents decipoints. There are 720 decipoints per inch. So **-72** moves the print $\frac{1}{10}$ ". In practice, most adjustments are between 50 and 200 decipoints.

Offset - Vertical

If the print is too high on the payslip, enter a positive number to move the print down the form. If the print is too low, enter a negative number to move the print up. So **-72** moves the print up $\frac{1}{10}$ ".

Offset - Horizontal

If the fields print too far to the left, enter a positive number to move the print right. If the fields are too far to the right, enter a negative number to move the print left. So, the value **72** moves the print right $\frac{1}{10}$ ".

Store any changes

Now, press F9 to STORE the SYSTEM DETAILS and go back to the PAYSLIPS/REPORTS MENU. Print another SAMPLE and see whether the print is now in the right place. This is a trial and error process, and you can change the OFFSET fields again if you didn't make the correct adjustments the first time.

Q8: What do I need to do at Year End?

This section summarises SUPERPAY's YEAR END procedures which apply to all payrolls, whether you file on-line or on paper. Additional on-line filing instructions are covered by SUPERPAY's FBI booklet.

If you are new to payroll and unsure about what you need to do at YEAR END, the Inland Revenue runs excellent (free) courses covering year end procedures. Telephone your local tax office for details of dates and venues.

8.1 Order P14/P60 forms

Order your forms on-line or by telephone from the Revenue. You cannot use any forms left over from last year. We do not supply these forms.

Order on line

Go to the Revenue's web site www.hmrc.gov.uk.

1. Search for ORDERLINE.
2. Select DOWNLOAD AREA AND ONLINE ORDER FORM.
3. Select FINISHING THE TAX YEAR 2006/2007.

You are presented with a list of year end forms. Enter the quantity you want.

Order by telephone

Telephone 08457 646 646 and place your order.

How many forms to order?

Always order a few extra forms to allow for samples needed for alignment. If you send in paper returns, order forms for **all** your e'ees - not just current e'ees. If you're not sure how many forms to order, display/print your EMPLOYEE CODES AND NAMES report (EMPLOYEE REPORTS MENU, option 6). At the end of this report, the total number of e'ees and the number of deleted records is shown/printed.

If you run a bureau print/display sample report number 920 to display/print the number of e'ees in each company.

Which forms to order - P14 or P60?

If you file on-line, order single part P60's (if you print continuous forms - see below). If you send in paper returns, order 3 part P14/P60's.

On-line filing P60's

1. Laser printers

Order P60 (LASERSHEET-PORTRAIT) (2006-2007) or P60 (LASERSHEET-LANDSCAPE) (2006-2007) forms.

2. Dot matrix printers

Order 3 part P14/P60 (CONTINUOUS-PORTRAIT) (2006-2007) forms and discard any unwanted copies. Do **not** order the Inland Revenue's CONTINUOUS P60 which is a shortened version and does not work with SUPERPAY. (The Inland Revenue does not supply a continuous 1 part P60 form which works with SUPERPAY.)

P14 paper returns

1. Laser printers

Order P14/P60 (LASERSHEET-PORTRAIT) (2006-2007) or P14/P60 (LASERSHEET-LANDSCAPE) (2006-2007) forms.

2. Dot matrix printers

Order P14/P60 (CONTINUOUS-PORTRAIT) (2006-2007) forms.

Check the forms when they arrive

Do not wait until you are about to print your P14's or P60's to check that you have been sent the correct forms. Each part of the 3 part laser P14/P60's is packed separately. Keep the different coloured forms in their separate piles.

8.2 Week 53 pay on 5th April 2007

When you enter 5th April as the PAY DAY, SUPERPAY automatically follows the special PAYE rules for Week 53 payrolls. Only weekly, 2 weekly or 4 weekly payrolls with a **Thursday PAY DAY** have a Week 53 payroll this year. If you do not pay out on a Thursday, you should not have a Week 53 payroll. (2 and 4 weekly payrolls run on 5th April show Week 54 and Week 56 respectively).

This year Good Friday, a bank holiday, falls on 6th April. This means that many companies which would normally pay wages on Friday 6th April (i.e. Week 1 in 2007/8), will actually pay their wages on Thursday 5th April (Week 53 in 2006/7). The Inland Revenue has issued the following guidance for this unusual situation.

6th April payments which are brought forward to 5th April because the normal pay day is a Bank Holiday are to be treated as if they were paid on Friday 6th April.

*Only payrolls which are **always** paid on Thursday are to be treated as paid on Thursday 5th April.*

8.3 Holidays over the tax year end

You need to process holiday pay in Week 52 or Week 53 differently from holiday pay at any other time of year.

For example, if you want to pay Holiday Pay in Week 52, you cannot use the HOLIDAY prompt to advance the tax week into Week 53. There are special taxation rules for pay in Week 53 and pay for these weeks cannot be combined with pay for Week 52 etc. Similarly you can't advance from Week 52 or Week 53 into Week 1.

Because Easter Sunday falls in Week 1 of the 2007/2008 tax year, you may have many employees (or indeed the whole payroll) on holiday in Week 1. We will email you specific guidance on how to handle these holiday payments nearer the time.

8.4 Two weekly/four weekly payrolls

If you run a two or four weekly payroll you may run Week 52 some time before 6th April - e.g. up to 3 weeks before year end for a 4 weekly payroll. There is no need to split any two weekly or four weekly pay which straddles a tax year end.

When you run the first payroll in the new tax year the tax interval is automatically set to Week 2 or Week 4 as appropriate so that your e'ees get their correct tax and NI allowances; e.g. if you pay 4 weekly paid employees on Friday 6th April, SUPERPAY automatically runs the payroll as Tax Week 4 so that your e'ees get 4 weeks' tax and NI allowances.

8.5 Students who work solely during their holidays

Students who work only during their holidays do not pay tax until their pay exceeds the annual personal tax allowance. Make sure you have a signed P38(S) for any such employees for each tax year; i.e. if a student works during the Easter vacation, make sure you have two P38(S) forms if he gets paid in both tax years.

8.6 P38A employees

Employees who have not been paid above the lower earnings limit in any pay period during the year can be filed on a paper P38A. This holds true whether you file on-line or on paper.

- If such e'ees have been set up on SUPERPAY, SUPERPAY files them on-line or prints P14's for them. This eliminates the need for paper P38A's.

(If you are filing on paper, it is important to enter **y** in the CO RECORD, Screen 2, EVERYONE ON P35/P14 field. All P38A e'ees will then be listed on the paper P35 CONTINUATION SHEET and printed on P14's. This field is irrelevant for on-line filing.)

- If you have **not** already entered a P38A employee on SUPERPAY, you can complete a paper P38A rather than set them up.

Paper P38A's do not affect e-filing incentives.

8.7 Defer year end processing until after Week 1

We recommend you defer YEAR END processing until mid April (or later) rather than rush to carry out YEAR END processing before Week 1. The following notes guide you through this process. In summary, after running your last payslips for 2006/7:

1. CREATE NEXT YEAR's FILES.
2. CHANGE ALL TAX CODES on your new 2007/8 file.
3. Run your 2007/8 payrolls in the 2007/8 file.
4. In April/May 2007 - i.e. when you're not so busy - process your 2006/7 YEAR END.

You don't have to follow this advice and can complete YEAR END before running Week 1's payroll if you wish.

8.8 Create next year's files (year end, option 7)

The CREATE NEXT YEAR'S FILES option creates a new file for the current company, ready for the new tax year **without** altering your existing year's file in any way. Immediately after running CREATE, you have two files and can switch between tax years by simply changing the date on the MAIN MENU or Logo Screen.

CREATE is for all employees in a company and can be run **once only**; e.g. if you want to run Week 1 for one or two employees, you cannot simply CREATE new records for them and leave all other records unaffected.

Once you have CREATED next year's files you cannot easily undo the CREATE, so **use this option with caution.**

Operating Instructions

Select option 7 on the YEAR END MENU. SUPERPAY displays a message asking you to press SPACE to proceed. On the new year's records, SUPERPAY removes leavers, changes all Week 1/Month 1 suffix tax codes to cumulative and resets the tax, NI etc. totals back to zero. CREATE also calculates whether you are a large or small employer for Parental Pay reclaim calculations in 2007/8.

For this year only, CREATE also removes subcontractors' details from the 2007/8 file.

8.9 Run Week 1/Month 1

When you CREATE next year's files, you are still in the 2006/7 tax year. So, before you can start working on the 2007/8 Records, you need to change to a date in the 2007/8 tax year. To do this, EXIT out of YEAR END back to the MAIN MENU and press ALT-F2. Then enter a date in the 2007/8 tax year before continuing.

Check Small Employer's Relief setting (Co Record, screen 3)

Some companies split their payroll into several SUPERPAY 'companies' even though all the 'companies' have the same PAYE reference; e.g. the directors wages are done separately. If you do this, after running CREATE, check that the NI bands on Screen 3 of your 2007/8 COMPANY RECORD correctly reflect your Small Employer status for Parental Pay reclaim. Change the setting if appropriate.

Change all tax codes (E'ee Records, option 6)

Choose option 6 on the EMPLOYEE RECORDS menu, and enter the E'EE TYPE and E'EES fields in the usual way. If you have entered a 2007/8 date, SUPERPAY displays the correct change; e.g. raise all L codes by 19.

If the screen displays a change (or changes) which you do not expect, check that the date on the screen is correct (e.g. 6th April 2007). If not, go back to the MAIN MENU and use ALT-F2 to change the date before returning to this screen. Press ENTER for each suffix on the list until the highlight reaches the bottom of the screen and the PRINT prompt is displayed. Choose an option. SUPERPAY then updates each e'ee's tax code and lists their old and new codes. (If you choose SCREEN, SUPERPAY updates each code displayed but you will not have a printout of this screen so we recommend that you always choose PRINT.)

1. Individual tax code notification

If you receive tax code notifications for individual e'ees to be applied from 6th April, enter these individual changes on the e'ees' records **after** running the global update.

2. Undo change all codes

If you realise that you've made a mistake and have globally changed a suffix code by the wrong amount, re-run this option and enter a negative change to cancel the first update.

Run 2007/8 payrolls

You are now ready to run payrolls for Week 1/Month 1 etc.

8.10 Run YEAR END

When you want to run YEAR END, on the LOGO SCREEN or MAIN MENU enter a date in the 2006/7 tax year (e.g. 31/03/07) to access your 2006/7 data. SUPERPAY displays:

Warning

There is some payroll data for a tax year later than the one you are now in. Are you sure you have entered the right date?

Esc - Exit

Press EXIT to clear the warning. SUPERPAY loads your 2006/7 data for that company, and you can then proceed with YEAR END as if you were still in last year. When you are ready to go back to your 2007/8 data, simply change the date on the LOGO SCREEN or MAIN MENU to a date in the 2007/8 tax year.

8.11 Essential year end reports

Even if you file on-line, there are some reports which you need to print before proceeding. Make sure that you have run your last payroll for the 2006/7 tax year (e.g. there's no point in proceeding if you know there are still some year end bonuses to enter). Load plain paper in your printer, and print the following reports.

Monthly Summary (Payslips/reports menu, option 4)

The MONTHLY SUMMARY provides much of the information for the official P35 form.

SUPERPAY's P35 Continuation Sheet (Year end menu, option 1)

This report is **not** an official P35. It lists tax, NI, SSP and PARENTAL PAY for each e'ee. The SSP and PARENTAL PAY are the amounts paid to the employee rather than the reclaim amounts. (Reclaim totals are shown on the MONTHLY SUMMARY.)

Note: Do **not** send this paper P35 CONTINUATION SHEET to the Inland Revenue if you are filing on-line. (See the FBI manual for details of how you complete an on-line P35.)

CIS36 (Year end menu, option 6)

If you have subcontractors, print a CIS36. This applies even if you are Filing on-line. The CIS36 shows the total paid to each subcontractor during the tax year. SUPERPAY selects all employees with S4, S5 or S6 in their E'EE TYPE field, and prints one line per subcontractor. The subcontractors are printed in card/certificate number order, all S4 subcontractors first, followed by S5, and then S6.

8.12 Reconcile your totals

Now check that your MONTHLY SUMMARY agrees with the total paid over to the Inland Revenue (less £250 if you received last year's e-filing Incentive). In theory, the totals should always agree but in practice they may not. If there are differences, the main items to look out for are:

1. SSP reclaimed

The SSP on the WAGES BOOK and P35 CONTINUATION SHEET is the total SSP **paid**. This is not the same as the SSP **recovered** shown on the MONTHLY SUMMARY. Recovered SSP is the total SSP paid in excess of 13% of the total NI in any one month. (Not many companies can reclaim the SSP they pay out.)

2. Parental Pay Reclaim

The PARENTAL PAY on the WAGES BOOK and P35 CONTINUATION SHEET is the total **paid**. The MONTHLY SUMMARY shows the PARENTAL PAY **recovered** which is:

- the SMP, SPP or SAP paid + 4.5% NIC compensation if you are a Small Employer, or
- 92% of the SMP, SPP or SAP paid if you are a Large Employer.

Check that the PARENTAL PAY on the MONTHLY SUMMARY correctly reflects your Small Employer status. If the PARENTAL PAY recovered is 104.5% then make sure that you are indeed a Small Employer.

If you have reclaimed too much (or too little) PARENTAL PAY, change the relevant field(s) on Screen 3 of the COMPANY RECORD. Then reprint your MONTHLY SUMMARY which now reflects the change.

3. The amount paid to the Revenue could be incorrect

If you use the WAGES BOOK rather than the MONTHLY SUMMARY to calculate your Inland Revenue payments, you may have paid the wrong amounts. This is because the WAGES BOOK is derived only from the payslips; the totals on the MONTHLY SUMMARY reflect all the payslips for the year **and also** any changes that you have made to your EMPLOYEE RECORDS.

Changes which you may have missed are:

- Inadvertently undoing a payslip using RESTORE or UNDO so the MONTHLY SUMMARY no longer includes the payslip.
- Altering an employee's totals directly e.g. entering a P45 as Pay and Tax in **this** employment rather than **previous** employment.

4. Alterations to e'ee records

If you cannot identify a difference, print an ALTERATIONS report (E'EE REPORTS, option 4). This can be a very long report, so try to narrow down those E'EE RECORDS which might have been altered; e.g. Starters and Leavers. Print the ALTERATIONS report for these records first, and only as a last resort, print ALTERATIONS for all employees.

5. Conclusion

There is no **one** answer to every instance where the MONTHLY SUMMARY does not agree with the total paid over to the Revenue. However, if there is a difference, you have to persevere and identify and correct the difference. If you find that your original payments were less than they should have been, pay over any extra due. If you have overpaid the Inland Revenue, you need to contact them to arrange a refund.



Key Point:

Do not proceed with YEAR END until your totals agree.

8.13 Optional year end reports

SUPERPAY allows you to access previous year's information at any time. However, some users like to have paper copies of the following year-to-date reports. These reports are all options on the EMPLOYEE REPORTS MENU.

- TOTALS TO DATE - this lists one line of totals per employee.
- DEDUCTION CARDS - one or two pages per employee.
- EMPLOYEE DIARIES for those employees shown on the paper P35 CONTINUATION SHEET as having received SSP. You would only print a DIARY for every e'ee on the payroll if you use the DIARY to record Holidays. There are two pages per e'ee and this can be a long report.
- TAXCRDS/STUDENTS/NI REBATE year to date report, one line per e'ee.
- PENSIONS TO DATE report, one line per e'ee.
- Some users also like a WAGES BOOK by employee. Choose WAGES BOOK (PAYSLIPS/REPORTS menu, option 2). In the FOR box (where SUPERPAY prompts Week 52 or Month 12 etc.) enter ALL and press ENTER twice to select all employees. SUPERPAY then prints a WAGES BOOK for each employee, listing the pay details for each pay period in the current year. There is one page per e'ee, though the report for some weekly employees with two pensions or PARENTAL PAY might take two pages.

8.14 Print P14/P60's - System Details screen

Set up the format of your P60/P14 forms on your SYSTEM DETAILS screen.

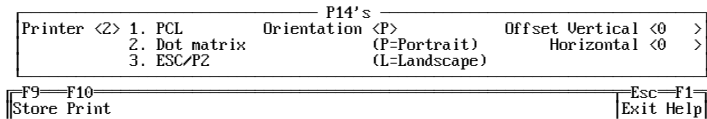


Diagram 1: P14 box on System details file

If you are using the same type of form as last year and are using the same printer, your settings should not have changed. If you have re-installed SUPERPAY during the year or changed your network, you may need to re-enter your settings.

Printer

There are 3 printer types. Enter **1** for **PCL** for Laser/Inkjet printers using A4 sheets. Enter **2** for **Dot matrix** printers using continuous paper. Enter **3** for ESC/P2 for older style Canon BubbleJet and Epson Stylus inkjet printers.

Orientation

Enter **P** (Portrait) or **L** (Landscape) to match your forms.

Offset

These fields are used to adjust the alignment of your printed forms. Leave 0 in each field until you have printed a sample.

8.15 Print P14/P60's - Year End screen

Printer ribbon/toner

If you're filing on paper, we recommend that you use a new ribbon or cartridge to print your year end forms. It is also advisable to set dot matrix printers to letter quality if possible. This will make the forms easier for the Inland Revenue to scan and should avoid the risk of rejection by scanning equipment.

Print a sample

Go to SUPERPAY's YEAR END MENU and choose PRINT P14's or P60's (option 3 or 4). The formats of the P14 and P60 are very similar but the P60 option prints forms for **current** employees only and does not include leavers.

Load your P14 or P60 forms in your printer and choose SAMPLE. SUPERPAY fills each printed field with X's or 9's. Make sure the alignment is OK. If you are filing on paper, the Inland Revenue rejects forms which are misaligned.

Adjust alignment

If you use continuous stationery, adjust the alignment by moving your tractors or top of form position. If you have an ESC/P2 type printer, the P14 form automatically lines up. If you have any other type of A4 printer you may need to change the horizontal or vertical alignment using the OFFSET fields on the SYSTEM DETAILS.

8.16 Print P14/P60's - Offset fields

If your sample doesn't line up, EXIT out of the YEAR END MENU and go to SYSTEM DETAILS. Use the Offset fields to move the print around the form. However, you cannot move the print past your printer's pre-set top, bottom, left or right margins.

The numbers you enter in these Offset fields represent decipoints. There are 720 decipoints per inch; i.e. **72** moves the print $\frac{1}{10}$ ". In practice, most adjustments are between 50 and 200 decipoints.

Offset - Vertical

If the company's name and address starts too high up, enter a positive number to move the print down the form. If the company name and address is too low, enter a negative number to move the print up. E.g. **-72** moves the print up $\frac{1}{10}$ ".

Offset - Horizontal

If the print is too far to the left, enter a positive number to move the print right. If the fields are too far to the right, enter a negative number to move the print left. E.g. **72** moves the print right $\frac{1}{10}$ ".

Store and print another sample

Now press F9 to STORE the SYSTEM DETAILS screen, and go back to the YEAR END MENU. Print another SAMPLE and see whether the print is now in the right place. This is a trial and error process, and you can change the Offset fields again if you didn't make the correct adjustments the first time.

8.17 Paper returns

Complete Inland Revenue P35 form

Manually transfer the totals from the MONTHLY SUMMARY and CIS36 to the Inland Revenue paper P35 and complete the checklist/declarations. Attach SUPERPAY's P35 CONTINUATION SHEET. (This lists each employee included in the totals.)

Print 3 part P14/P60's

Print the forms.

1. The top two copies of the continuous form are P14's; the bottom copy is the P60. Separate and remove any perforations.
2. Print the green laser P14's, then the orange P14's and finally the blue P60's. Keep in their separate piles. (Note: the colours may change.)

Check the details. If necessary, make any changes and reprint individual forms. P14's must be in the same order as your P35 continuation sheet so keep them in the sequence printed by SUPERPAY.

Filing date

Send the completed P35, the P35 CONTINUATION SHEET and P14's to the address on the front of the Revenue's P35 form by 19th May.

8.18 Give P60's to current employees

Give a P60 to each person employed at 5TH APRIL 2007. For continuous multi-part P14 forms, destroy the bottom copy for leavers.

8.19 Sundry questions re year end

Q1: When I choose CREATE NEXT YEAR's FILES, SUPERPAY tells me that my program does not handle tax years after 5th April 2007.

If this happens, you have not yet installed a 2007/8 version of SUPERPAY (Version 3.17.00 or later). Go to SUPERPAY's website and download the latest version.

Q2: When I try to run CREATE NEXT YEAR's FILES, SUPERPAY tells me there is already a data file for the next tax year.

The only way round this is to delete the existing 2007/8 data file. Contact our Hotline for advice before you do this.

Q3: I have entered a post 6th April 2007 date, but SUPERPAY does not let me into the 2007/8 tax year.

You have not yet CREATED next year's file for the company chosen. Press ESC to clear the error message. Then either enter another company number or enter a 2006/7 date, run CREATE NEXT YEAR'S FILES, go back to the MAIN MENU and press ALT-F2 to change the date back to a 2007/8 date.

Q4: SUPERPAY won't let me run Change all Tax Codes

You have tried to apply the global 6TH APRIL 2007 tax code changes to the pre-year end file (or before CREATING next year's files). You need to go back to the MAIN MENU, press ALT-F2 to change the date to the new tax year and then run the global change.

If SUPERPAY does not let you enter the global change, you are doing something wrong (e.g. you are in the wrong tax year). In this case, do **not** enter the changes individually.

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.

Q10: How do I unlock my SUPERPAY?

10.1 Locked message

Occasionally when you enter a company number either on the Logo Screen or on the ALT-F2 window, SUPERPAY displays a 'locked' message such as.

```
Unable to Lock File
The file "C:\SUPERPAY\SC001CPY.DAT"
cannot be locked.....
.....etc.

Press any key to continue.
```

Diagram 1: Locked file message

Press any key and enter a different company number, **or** if this is the company you want, UNLOCK the file as follows.

10.2 Press ALT-U

If you are sure no-one else is using the company, check that you do not have SUPERPAY already open in another window. (This can happen inadvertently if your screensaver has earlier minimised SUPERPAY on your task bar.) Only proceed when you are sure that the company is not already open.

While the message is displayed, press **ALT-U** (U for unlock), i.e. hold down the ALT key and press u. SUPERPAY then displays a second message (and usually makes a noise).

10.3 Press CTRL-ENTER

```
FORCIBLY UNLOCK FILE
WARNING! Forcibly unlocking a file currently
being accessed by another user will 'ALWAYS'
cause data corruption.....etc.
```

Diagram 2: Unlock files

When the above message is displayed, press **CTRL-ENTER** to unlock the company and proceed.

10.4 Why this lock is needed

When an operator opens a company in SUPERPAY, a lock is placed to stop anyone else accessing that company while it is being used by the operator. When the operator closes the company (e.g. by EXITING from the MAIN MENU), SUPERPAY releases the lock and someone else can then access that company's data. This lock is essential for networks to prevent two users corrupting a data file by accessing the same company at the same time.

However, even if you are on a stand-alone system this message could still be displayed simply because the company was not closed down properly the last time it was used. This could be because:

- your system crashed, or
- the person who last accessed the company did not close down SUPERPAY via the MAIN MENU as described above, or
- it is already open on your own machine.

Q11: How do I pay a Net bonus?

Most SUPERPAY users are already familiar with the concept of a **Net to gross** pay item where you enter the amount followed by **n**. (RUN PAYROLL calculates the gross pay needed to achieve the Net amount after taking into account all other payslip items including tax, NI, and pension.)

Net bonuses are when an employee receives his normal gross pay, and you want to pay an **extra** Net amount. On the payslip screen you:

Enter the bonus line as the **total** Net pay required

i.e. you do **not** enter the bonus amount with an **n**. The best way to explain this is with an example.

Example: You want to pay an employee a £500 Net Bonus. During RUN PAYROLL, enter all the e'ee's standard items. RUN PAYROLL calculates the employee's Net pay **before** the bonus as £2,215.50.

Now enter the bonus line as the **total Net pay** required; i.e. enter £2,215.50 + £500 = £2715.50 followed by **n**.

SUPERPAY		Run weekly pa
Employee code <A9 > Harold Johnson		
Gross pay items:		Sta
Basic Pay	2898.25	Na
Overtime	195.50	Ta
Bonus	2715.50n	




Diagram 1: Set up Net pay item

When you move on to the next line, SUPERPAY calculates and displays the Gross bonus and extra Tax, NI and Pension needed to achieve that Net amount. (The Tax, NI and Pension are added to the amounts already displayed.) In this example, SUPERPAY calculates that a £885.26 Gross is needed to achieve £500 **extra** Net Pay.

SUPERPAY		Run weekly pa
Employee code <A9 >		
Harold Johnson		
Gross pay items:		Sta
Basic Pay	2898.25	Ha
Overtime	195.50	Ta
Bonus	885.26	




Diagram 2: Calculated Gross pay amount

The important point to note here is that you do **not** enter the bonus as **500.00n**. Instead you enter the value of the total net **plus** the bonus. If you entered 500n on the payslip screen, RUN PAYROLL would try (and fail) to calculate a gross pay that would give £500.00 total Net Pay to the employee which is impossible since he already has £2215.50 Net Pay.

1. Since you need to know what an employee's Net Pay is before you can enter a Net bonus, you can **only** enter such bonuses on an employee's payslip screen; i.e. you can't set them up on the Employee Record screen.
2. If all your employees are receiving the same Net bonus, you need to calculate and enter the amounts individually on each employee's payslip screen.
3. If the employee has a Student loan or Attachment, this is deducted **after** the Net to gross item has been calculated; i.e. the employee will receive the agreed Net pay **less** the Student loan or Attachment.

Even when our hotline staff explain what to do, some users have difficulty with the concept of a £500 net bonus having to be entered as, for example, £2715.50n instead of £500n. However, once you key in some real figures for your own employees, the concept becomes much clearer - it really does work!

Q12: How do I set up a Student Loan?

12.1 You set up a Student Loan as an after-tax item in the employee's record.

When a starter gives you a P45 which has **Y** in the Student Loan box, or the Inland Revenue sends you a Start Notice, enter ***S** on any line in the After-tax items on Screen 1 of the employee's Record.

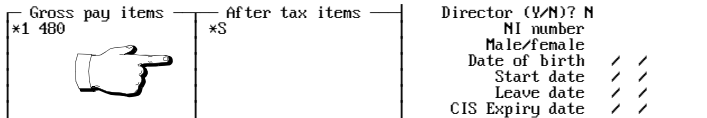


Diagram 1: Setting up a Student Loan

Enter no value. (SUPERPAY does the calculations for you based on the current legislation.) That is all you have to do, unless the e'ee also has an Attachment - see below.

12.2 Calculation of student loan

When you have set up the Student Loan, RUN PAYROLL automatically displays the Student Loan deduction on the employee's payslip screen. You cannot alter this figure. If there is no deduction this week, the Student Loan shows a nil value.

12.3 Student loan and net to gross pay calculations

If an employee who is paid Net has a Student Loan, SUPERPAY calculates the Net to gross, and **then** deducts the Loan; i.e. the employee does not end up with the Net pay that you enter - he ends up with the Net minus the Loan.

12.4 Record of total deducted

When you press F9 to STORE the employee's payslip screen, SUPERPAY updates the Student Loan total to date field on Screen 3 of his Record.

12.5 Student loans and attachments

Special rules apply when an employee has both a Student Loan **and** an Attachment. Please telephone our hotline for more details if required. The main thing is to be aware that special rules exist - we can only help you set up the employee's

record appropriately if you know to ask for advice. (More details are in the main SUPERPAY manual which can be downloaded as a PDF file from our website.)

12.6 Pay deductions to the Inland Revenue

The MONTHLY SUMMARY shows the total Student Loans deducted each month and adds this to your Inland Revenue payment total.

12.7 When to stop deducting student loans

Only the Inland Revenue can tell you to stop deducting a Student Loan. They will issue a Stop Notice (SL2).

12.8 When an employee leaves

If you have *S as an After-tax item on an employee's Record, SUPERPAY prints Y in the Student Loan box of the P45 when he leaves.

12.9 Nominal analysis

The double entry is Credit the Student Loan account, Debit the Net Pay. You enter the Nominal Analysis codes on Screen 3 of your Company Record.

Q13: How do I enter an Inland Revenue P6?

13.1 Use the P45 prompt (SHIFT-F4) to enter a P6.

On the Employee's Record, press SHIFT-F4 to call up the P45 box.

Previous employment's P45	
Date of leaving	/ /
Tax code	
Week/month (eg W20)	
Total pay to date	
Total tax to date	

Diagram 1: Entering P45 details

Enter the details from the P6. (Leave blank the DATE OF LEAVING and the WEEK/MONTH fields.) Then press F9 to STORE the P6 in memory. Press F9 again to STORE the record on your hard drive.

P45 details already in P45 box

If the employee had previously given you a P45, you will already have a Date of Leaving and Tax Code in the P45 box. Blank out these fields using the space bar or delete key. This is important - you do not want SUPERPAY to check and perhaps change the tax to date figure that the Inland Revenue has sent you.

Zero tax

If the employee has paid no tax to date, enter zero in the tax field. If you leave this field blank, SUPERPAY thinks you haven't entered the field and displays a 'Wrong Combination of fields' message and will not let you STORE the record.

Q14: How do I enter Childcare Vouchers?

If you give your employees approved Childcare Vouchers, the first £55 a week (£243 per month) is free from both tax and NIC's. (You need to check the Inland Revenue's tax free limits yourself - they may have changed since this FAQ booklet was written in February 2007.)

Many employers set up a **Salary Sacrifice** scheme to enable their employees to benefit from this tax exemption. For the Inland Revenue to accept a salary sacrifice scheme, it is important that:

- the employer buys the vouchers, **and**
- the employee's Contract of Employment **must** be varied to reflect the new lower pay.

There are examples of successful and unsuccessful salary sacrifice schemes on the Inland Revenue's website hmrc.gov.uk. It is beyond the scope of our hotline or this FAQ booklet to give advice on what will be allowable. However, the Revenue will want to see the before and after payslips to confirm that:

- they reflect the new lower salary
- the change has not been applied retrospectively.

Example: Below is a sample payslip for an e'ee who had previously been earning £2,225 per month gross **before** opting to join your company's Childcare Voucher scheme of £225 per month.

Run monthly payroll		8 Feb 07	
Employee code <S1> Salary Sacrifice		06/07 Month 11 (1 month)	
Gross pay items:			
Salary	2225.00	National insurance	-198.55
		Tax	-375.59
		After tax items:	
		NET PAY	
		1650.86 Cash	
This gross	2225.00	Gross YTD	2225.00
		Tax YTD	375.59
		E'eer NI	231.04
		NI code	A
		Tax code	503LM1
F9	F6	F3	Sh-F3
Store	Text	Holiday	Interval
		F4	Diary
		D	Esc
		F1	Help

Diagram 1: Sample payslip before Childcare Vouchers

Assuming that the qualifying conditions have been met, you change the employee's Contract of Employment to show her revised cash entitlement of £2,000 a month (or annual equivalent) and change the employee's SUPERPAY payslip in one of two ways.

Vouchers shown as text only

You change her pay to be Salary £2000 and enter (Vouchers 225) as a text item with a value of zero. The brackets round the text and value are important. 0.00 is shown on the payslip screen but is blank on the printed payslip.

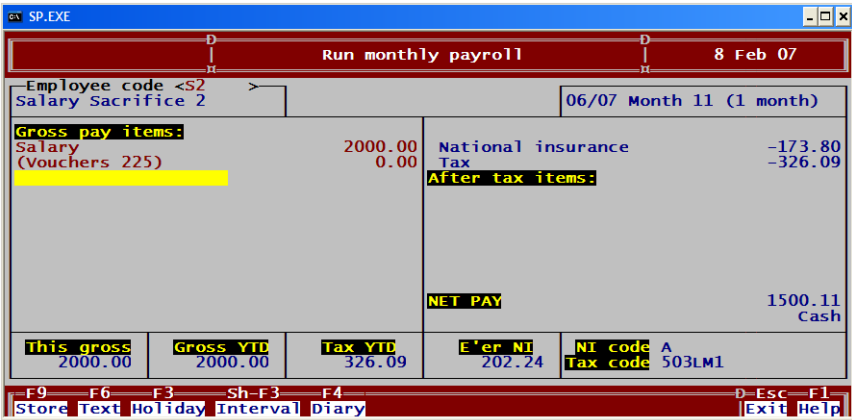


Diagram 2: Childcare Vouchers entered as a text item

This is the same employee for the same pay period, and you can see that by 'sacrificing' £225 gross pay, she gets £225 vouchers for £150.75 less Net Pay. It also saves the employer E'er NI on £225.

Vouchers shown as a value on screen, but not added to taxable or NI'able pay on payslip

You enter Vouchers as a Payslip Heading with no flags (if you still want percentage pension deducted from £2225 leave the P flag).

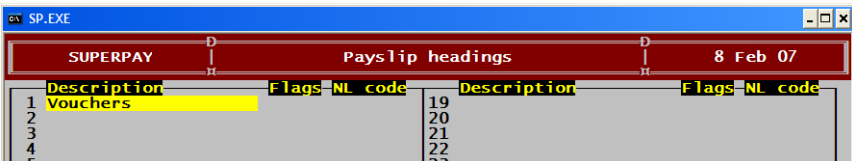


Diagram 3: Adding Vouchers Payslip Heading

Then on the employee's record change her Salary from £2225 to £2000 and enter (in this case) *1 225 as a gross pay item and enter Voucher/no cash - 225 as an after tax item. Her payslip screen will then look as follows:

Run monthly payroll		8 Feb 07	
Employee code <S3	Using last run's data	06/07 Month 11 (1 month)	
Salary Sacrifice 3			
Gross pay items:			
Salary	2000.00	National insurance	-173.80
Vouchers	225.00	Tax	-326.09
After tax items:			
		Voucher/no cash	-225.00
NET PAY			1500.11
Cash			
This gross	Gross YTD	Tax YTD	E'er NI
2225.00	2225.00	326.09	202.24
		NI code A	Tax code 503LM1
F9 Store	F6 Text	F3 Holiday	Sh-F3 Interval
F4 Diary			D-Esc-F1 Exit Help

Diagram 4: Childcare Vouchers entered as a Payslip Heading

Having two lines for the Vouchers looks more contrived than having the Vouchers as Text only - see above. As you can see the screen shows THIS GROSS as £2225. However, the payslip (shown below) shows the Taxable Gross as £2000 (the £225 is not added to the gross). In theory, this should be sufficient to satisfy the Inland Revenue's rules on Salary Sacrifice. You would need to check this with your local Inland Revenue Inspector.

SUPERPAY		Employee records		8 Feb 07	
Employee code <S3 Salary Sacrifice 3			06/07 Month 11 (1 month)		
Salary	2000.00	National insurance	-173.80		
Vouchers	225.00	Tax	-326.09		
			After tax items:		
			Voucher/no cash	-225.00	
			NET PAY	1500.11	
			Cash		
This gross	2000.00	Gross YTD	2000.00	Tax YTD	326.09
		E'er NI	202.24	NI code	A
		Tax code	503LM1		
F10 Print	F4 Sample	F8 PSlip	PgDn NextScr	PgUp PrevScr	D-Esc F1 Exit Help

Diagram 5: Sample payslip with Childcare Vouchers added as a Payslip Heading

Please note: The Inland Revenue does not approve Salary Sacrifice schemes in advance so it is important that you take your own advice about how to set up your own Salary Sacrifice scheme.

Q15: How do I enter SSP?

In outline, you:

- Enter sick days on an employee's DIARY.
- STORE the DIARY.
- RUN PAYROLL calculates the SSP automatically.
- The MONTHLY SUMMARY calculates any reclaim. (In most cases, you can't claim back any SSP.)

This is best illustrated with a straightforward example where an employee is sick for one week. The Inland Revenue Employers' Guide covers SSP information in general and Chapter D11 in the SUPERPAY manual (which can be downloaded as a PDF file from our web-site) shows how SUPERPAY handles SSP in other situations.

15.1 Employee's Diary

You can call up an individual's DIARY either from his payslip screen during RUN PAYROLL or from his EMPLOYEE RECORD. The following example assumes that you are in the middle of RUN PAYROLL.

An employee who works Mon - Fri earns £300 per week. He was sick for the week Mon 20th - Sun 26th May and came back to work the following Monday. He has not been sick in the past 8 weeks.

Display Diary Press F4 (for DIARY) on the employee's payslip screen.

			NET PAY		272.71
					A/pay
This gross	Gross YTD	YTD	E'er NI	NI code A	
297.94	797.94	0.00	30.39	Tax code 503L	

F9
F6
F3
Sh-F3
F4
F2
Esc-F1

Store Text
Holiday
Interval
Diary
Skip
Exit Help

Diagram 1: Display the employee diary

SUPERPAY then displays the employee's DIARY. There are no previous entries. The cursor flashes on the current date in the Calendar.

Enter dates Press F6 for DATES and SUPERPAY displays a Pop-Up date range box. Enter **S** as the status and then the start and end dates of his sickness period; **20/05/06** and **26/05/06**.

Enter date or date range

Status <S> from <20/05/06> to <26/05/06>

Diagram 2: Enter a date range

When you press ENTER after the second date, SUPERPAY re-displays the DIARY with S's in the correct dates.

SUPERPAY		Diary										29 May 06					
Week start	Calendar						Work days					Last SSP1(L) details					
	Su	Mo	Tu	We	Th	Fr	Sa	S	M	T	W	T	F	S	Date first sick	/	/
24 Mar 06	Q	Q	Q	Q	Q	.	Last SSP date	/	/
31 Mar 06	Q	Q	Q	Q	Q	.	No of weeks SSP		
7 Apr 06	Q	Q	Q	Q	Q	.	Sickness before diary		
14 Apr 06	Q	Q	Q	Q	Q	.	Start date	/	/
21 Apr 06	Q	Q	Q	Q	Q	.	Date last paid	/	/
28 Apr 06	Q	Q	Q	Q	Q	.	Date last sick	/	/
5 May 06	Q	Q	Q	Q	Q	.	Weeks paid		
12 May 06	Q	Q	Q	Q	Q	.	Total amount		
19 May 06	.	S	S	S	S	S	S	.	Q	Q	Q	Q	Q	.	Amount this year		
26 May 06	S	Q	Q	Q	Q	Q	.	Amount for SER		
2 Jun 06	Q	Q	Q	Q	Q	.	Sick work days		
9 Jun 06	Q	Q	Q	Q	Q	.	Band		

Diagram 3: Each sickness day is marked with an 'S'

Work days

There is nothing to enter in the WORK DAYS section, since the employee works Monday to Friday each week (the default setting) so press F9 to STORE the DIARY.

15.2 Payslip screen

RUN PAYROLL automatically displays the SSP on the payslip screen:

Gross pay items:			Standa
Basic	271.98		Pensi
Sick Pay (2 days)	28.02		Natio
			Tax

Diagram 4: The SSP is displayed on the Run Payroll screen

Number of days

SUPERPAY pays 2 days SSP since 3 Qualifying days are Waiting days.

Amount

SUPERPAY automatically calculates two fifths of the weekly SSP rate; for 2006/2007 this is £70.05 /5 x 2 = £28.02.

Fixed pay amount on 1st pay line

SUPERPAY automatically reduces the employee's Basic of £300 by £28.02 SSP to show £271.98, so the employee still gets £300 gross.

15.3 Reclaim SSP

If any SSP can be reclaimed, this is shown on the MONTHLY SUMMARY. Whether you can claim back any SSP depends on how much NI you pay and what other SSP is paid out during the month. Very few employers can reclaim any SSP. (The reclaimable amount is the amount of SSP paid out which exceeds 13% of the total NI for the month.)

15.4 Common SSP queries

Sick note for more than 1 week

RUN PAYROLL pays all the sick days that you enter on the DIARY. If a sick note goes past the end of the current Pay Period, enter the period end date as the last sick day, rather than enter the last day on the sick note.

Example: An e'ee who is paid each Friday sends in a sick note for 3 weeks from 4th to 24th Sept 06. If you enter the sick dates as 04/09/06 to 24/09/06, RUN PAYROLL pays 3 weeks's SSP (less any Waiting days) all in one go. This is OK if the employee is monthly paid. If he is weekly paid, this is not usually what you want. Instead, enter the sick note as follows:

- In Week 1 enter dates as 04/09/06 to 08/09/06 (i.e Mon - Fri)
- In Week 2 enter 09/09/06 to 15/09/06 (i.e Sat - Fri)
- In Week 3 enter 16/09/06 to 22/09/06 (i.e Sat - Fri) or 24/09/06 (Sun)
- In Week 4 enter 23/09/06 to 24/09/06 (i.e Sat - Sun, if not already entered)

It is important to enter the final weekend so that the last day of sickness is recorded. This could be important if the e'ee is off sick again within the next 8 weeks.

Deduct SSP amount from normal gross pay

You don't normally pay SSP on top of an e'ee's normal pay. In the example in 15.2 above, SUPERPAY deducted the SSP paid from the e'ee's salary so that the e'ee received exactly the same amount as usual.

You can turn off this automatic reduction by entering **n** in the DEDUCT SSP FROM FIXED FIRST PAY ITEM field on Screen 2 of your COMPANY RECORD.

The automatic reduction for SSP only works for fixed value items on line 1 of the payslip. If you enter a value for the salary each week or if the fixed salary is on any other line, SUPERPAY does not reduce the gross pay. Instead you need to enter a negative gross pay item (equal to the value of SSP) to reduce the pay.

Gross pay items:		Standa
Basic Pay	300.00	Pensi
SSP (2 days)	28.02	Natio
Basic Pay	-28.02	Tax

Diagram 5: Adding a negative gross pay item

If you do not normally pay your employees full pay when they are off sick, you should enter **n** in the DEDUCT SSP FROM FIXED FIRST PAY ITEM field on Screen 2 of your COMPANY RECORD. You then need to enter a negative gross pay item (equal to the salary) so the employee only receives SSP.

Gross pay items:		Standa
Basic Pay	300.00	Pensi
SSP (2 days)	28.02	Natio
Basic Pay	-300.00	Tax

Diagram 6: SSP for unpaid sick leave

No SSP displayed when you store the diary

1. Has a PIW been formed; i.e. are there **4** consecutive sick days? Some operators think that 2 or 3 days of sickness can be linked to previous SSP. If there aren't 4 days of sickness there is no SSP.

Example 1: For Mon-Fri e'ees, have you entered the weekend if appropriate? You should assume that an e'ee who is sick on Fri and Mon has also been sick on Sat and Sun (unless you know otherwise). If you only enter two S's on his DIARY, SUPERPAY will not join up the Fri and Mon for you. It is up to you to enter Sat and Sun as Sick Days. This error can be avoided if you always use the F6 - DATES prompt to enter sickness rather than enter individual S's.

Example 2: (again for Mon-Fri e'ees). If an e'ee is sick on Tues and Weds, no SSP will be paid since these two days will never form a PIW.

2. Has the e'ee already had 28 weeks SSP in this PIW or series of linked PIWs? SUPERPAY will pay only up to the 28 week limit.
3. Is the employee excluded from SSP because of low pay (i.e. are his average earnings less than the NI Lower Earnings Limit?).

The most common reason for SUPERPAY not displaying SSP is because of low pay. It is easy to check this. Print the e'ee's DED'N CARD (EMPLOYEE REPORTS menu, option 1) which shows if his actual earnings exceed the LEL. There is often a week with no earnings at all (e.g. the e'ee was on unpaid holiday) which then brings the **average** down below the LEL and so no SSP is payable.

2003 1996

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