

12Pay

Release Notes & Patch

April & Summer 2018

Release Notes

Welcome to your software update for Summer 2018. These notes provide information on all the improvements to the software; for detailed information on legislative changes that took place in April, see the Legislation Guide on the www.12Pay.co.uk, **Help** section. If you encounter any difficulties, please visit: support@12Pay.co.uk

Contents

12Pay Summer 2018 Release v1.19.62	4
NEST Payment Frequency.....	4
Enrolled Contributions Report.....	4
Pension Contributions.....	4
Auto Enrol.....	4
Create Pension File.....	4
Automatic Enrolment.....	5
Payroll tab.....	5
Peoples Pension.....	5
AE Worker Group.....	5
AE Config Tool.....	5
Auto Enrol tab.....	5
Peoples Pension Output File Format.....	6
APP.....	6
Aviva Pension Contribution File.....	6
Payments/Deductions.....	6
CIS Parameters.....	6
Import Template Excel Files.....	7
Publishing Payslips.....	7
12Pay April 2018 Patch Release v1.19.17	8
Pension Files.....	8
Standard Life.....	8
Payments/Deductions.....	8
Deductions of Earnings Orders.....	8
General Data Protection Regulation (GDPR).....	8
12Pay April 2018 Release v1.19.13	9
PAYE Legislation.....	9
Relief at Source for Scottish Tax Payers.....	9

- Directors NI Calculation Order 9
- Tax Codes 9
- Tax, NI, SSP, SMP, SAP, SPP & ShPP 9
- Student Loan Thresholds 9
- General Data Protection Regulation (GDPR) 9
 - Employer tab 9
 - Advanced tab 10
- Pensions 10
 - Phased Contributions 10
 - Automatic Enrolment Scheme 10
- Recently Bereaved Indicator 10
 - Employee 10
 - Earlier Year Update 10
 - Custom Reports 10
- Staging Date 11
- OpenEnrol Letter L0 11
- Automatic Enrolment Pension Parameters 11
- RTI 11
 - Earlier Year Update (EYU) 11
 - Serious Ill Health Lump Sum 11
 - Full Payment Submission (FPS) 11
 - Employer Payment Summary 11
- Other 12
 - Payment - Serious Ill Health Lump Sum 12

12Pay Summer 2018 Release v1.19.62

NEST Payment Frequency

A new field has been added to the **Payroll** form, **NEST Payment Frequency**. Here you can select the relevant payment frequency from the drop-down menu. If you have set the **NEST Payment Frequency**, when creating the **NEST Contributions Payment file** this will match what you have selected.

Enrolled Contributions Report

The **Enrolled Contributions Report** has been updated and now details which employees are included in each of the **Enrolled Contributions files** that are created, based on the **Include** setting for the relevant Payments/Deductions.

Pension Contributions

On the **Payments/Deductions | Advanced** screen, we have added a tick box - **Round pension up to whole pence**.

You can now choose to round up the employee and employer pension contributions rather than use the normal rounding rules by ticking the **Round pension up to whole pence** option.

This field will only be active if you have the **Payments/Deductions | Pension Contribution indicator** set. With this option ticked on the pension deductions, employee and employer pension contributions will be rounded up to 2 decimal places.

Auto Enrol

Fields on the **Employee | Auto Enrol** tab that are automatically populated by the software, during payroll calculation, have been disabled and changed to read only. This is to prevent incorrect data being entered. A new **Operator Entry** button has been added which, when clicked, will enable the following fields in case amendment is required:

- **Auto Enrolment Date**
- **Assessment Date**
- **Deferral Date**
- **Pension Information Provided Date**
- **Member of Qualifying Scheme**
- **Enrolment Filed with Provider**

Create Pension File

To make navigation easier when creating pension output files, we have added a new menu item to the bottom of the **Payroll** screen called **AE Files. Enrolments and Contributions**, previously located under **Payment File**, will be moved to the new **AE Files** menu.

Automatic Enrolment

Following feedback from customers, we have made the following improvements to the Automatic Enrolment functionality in the software:

Payroll tab

On the **Payroll** tab we have added a new section, **Auto Enrolment**. This helps to see details required at a quick glance and contains the following fields:

- **AE Scheme**
- **Auto Enrolment Rollup Sacrifice**
- **Group/Site Code**
- **Payment Source/Pay Code**
- **AE Worker Group**

Peoples Pension

AE Worker Group

On the **Payroll** tab | **Auto Enrolment** section, we have added a new **AE Worker Group** field. This is to enable you to set an **AE Worker Group** for each payroll, however you can still set an **AE Worker Group** for individuals on the Employee form. If an employee has an **AE Worker Group** entered in their **Auto Enrol** tab, this will override any settings in the **Payroll** tab or the **Payments/Deductions** settings. An **AE Worker Group** entered in the **Payroll** tab will override the **AE Worker Group**, if entered, in the **Payments/Deductions** settings.

AE Config Tool

If you have the **Output file format** set to People's Pension, on the **Employer | AE Config** tab | **Step 8 – Pension Provider Output File Details** screen you will see a new a grid containing two columns, **Payroll** and **AE Worker Group**. Here you can enter an **AE Worker Group** that you want to use as default, for all employees in each payroll.

Auto Enrol tab

Following feedback, we have made the following field name changes on the **Employee Form | Auto Enrol** tab:

- **Auto Enrolment** is now **Auto Enrolment Date**
- **Assessment** is now **Assessment Date**
- **Postponed until after** is now **Deferral Date**
- **Opt-in Notice** is now **Opt-in Date**
- **Join Notice** is now **Join Date**
- **Opt-out Notice** is now **Opt-out Date**
- **Pension Information Provided** is now **Pension Information Provided Date**

We have also added a new **Pension Output** frame to the **Auto Enrol** tab. This frame includes the existing pension output file fields.

We have also added the following read only fields:

- **Pension Fund** – this shows the Pension Fund specified on the pension deduction
- **File Output** – this shows the Pension Output specified on the pension deduction

Peoples Pension Output File Format

If you have your **Automatic Enrolment Configure Tool | Step 8 – Pension Provider Output File Details | Output file format** or your **Payments/Deductions | File Output** set to Peoples Pension, the **Include** field will now be set to **This Fund only** and be disabled.

APP

We have removed the **Employee** tab | **APP** tick box that was available for Directors. This was used to indicate if a Director had a personal pension plan and is no longer required.

Aviva Pension Contribution File

Employees who have the **Employee | Personal** tab **Dormant** field set, and normally pay into an Aviva scheme, will now be included in the associated pension file with zero contributions. The **Reason for Reduced Contributions** will be set to **5 – No pension related earnings for the employee**. The dormant employee will also be displayed on the Contributions Report.

Payments/Deductions

On the **Payments/Deductions | Advanced** tab, the **Trivial Commutation Type** drop-down list is now available for all 12Pay licences. Here you can select from:

- Trivial Commutation
- Small Personal
- Small Occupational

Please note: this is for Pension Payrolls only

CIS Parameters

The order for **Employer | CIS** tab, will now default to descending **PAYE Year**. This is for consistency across the product with Tax and NI parameters. You can click on the column header, if required, to change the order.

Import Template Excel Files

In line with recent legislation changes, the Import Template spreadsheets have been updated.

Publishing Payslips

When publishing payslips, if you have several employees without email addresses, Adobe Acrobat will now open with multiple pages, rather than an instance for each employee.

12Pay April 2018 Patch Release v1.19.17

Pension Files

Standard Life

Standard Life have introduced the 'Workplace Pension Hub'. This requires different pension output files from the current 'G2G' files.

Standard Life have informed us that their customers will be migrated gradually from the old Group Pension Zone to The Workplace Pension Zone

We have added the necessary file formats to the system; when Standard Life have informed you that you have been moved to the Workplace Pension Hub you will need to use these new formats:

Payments/Deductions

To cater for this, on the **Payments/Deductions | File Output** drop-down list we have added a new output file **Standard Life**. When the **File Output** is set to **Standard Life**, the **Include** field will be set to **This fund only**, this can be changed to a different option if required.

Please Note: if you are changing from **Standard Life G2G** to **Standard Life**, this should be done through **Payments/Deductions | File Output** and not via **Employer | AE Config**.

Deductions of Earnings Orders

In this release we have enabled the **Employee | Pay** tab, the **Protected Net | %** field.

General Data Protection Regulation (GDPR)

To comply with GDPR, if you have a Premium licence, we have enabled the password field when emailing payslips.

12Pay April 2018 Release v1.19.13

PAYE Legislation

Relief at Source for Scottish Tax Payers

From April 2018, following a legislative change, relief at source for employees with a Scottish tax code will now be calculated using the basic rate for Scotland. Previously, relief at source calculations were based on the UK basic rate. Scottish Tax Codes have a prefix of S.

Directors NI Calculation Order

If a Director's NI category is changed during the tax year, the Directors NI Calculation will now be based on the order the rates were used. *

* NI category B is the only exception – if present, this will always be calculated first.

Tax Codes

The software has been updated and will now cater for tax codes D0 to D8 and SD0 to SD8.

In line with legislative changes, moving into the new tax year (2018/2019) will automatically uplift tax codes as required.

Tax, NI, SSP, SMP, SAP, SPP & ShPP

The rates for tax, NI and statutory payments have been updated for 2018/2019 in line with legislation.

Student Loan Thresholds

The Student Loan annual thresholds have been updated for 2018/2019 in line with legislation.

General Data Protection Regulation (GDPR)

From the 25th May 2018, General Data Protection Regulation (GDPR) will come into effect. This is an EU regulation which the European Parliament, European Council and European Commission intend to strengthen and unify data protection for living individuals.

The following changes have been made to the product to allow you to set Employer Passwords and increase your security:

Employer tab

A new **Change Employer Password** section has been added to the **Employer** form where you can add/alter your password, if required.

Please note: if you restore a backup, the password will be the one that was in force when the backup was created.

Advanced tab

The **Employer | Advanced | Enter New Password** frame has been renamed **Change Reports Password**. The following fields have also been renamed on this tab:

- **Old Password** renamed **Existing Password**
- **Reports Password** renamed **New Password**

Pensions

Phased Contributions

As per the Auto Enrolment legislation, minimum Employer Contributions will increase in April 2018 and April 2019 as per the table below. During the moving into a new tax year process, a warning message will be displayed advising you to check your employees' and employer's pension contribution rates – it is important that you carry this out to comply with the regulations. For further information on the TPR minimum contribution rates click [here](#).

Automatic Enrolment Scheme

Date	Employer minimum contribution	Total minimum contribution
06/04/18 – 05/04/19	2%	5% (including 3% staff contribution)
06/04/19 onwards	3%	8% (including 5% staff contribution)

Recently Bereaved Indicator

Employee

We have added on the **Employee | Personal** tab a **Recently Bereaved** indicator. This indicator will be unticked by default and is only enabled when the employee is in a pensioner payroll.

Earlier Year Update

The **Employee | Month/Week | Reports | File EYU, Earlier Year Update** screen now includes the new **Recently Bereaved** indicator. This field will only be visible for employees in payrolls where **Pensioners Payroll (RTI)** is ticked.

Ticking the **Recently Bereaved** indicator will also tick the **Enable Annual Pension** field.

Custom Reports

If the **Employee | Personal | Recently Bereaved** field is ticked, it will appear as an 'x' in the **Pension Bereaved** column of a Custom Report. If it is not selected, it will be blank.

Staging Date

Following changes by TPR, **Staging Date** will now be referred to as **Duty Start Date / Staging Date**. **Duty Start Date** will be used for **Re-enrolment**. This change will be visible in the following locations and on pension related warning messages/tool tips:

- **Employer | AE Details tab**
- **Employer | AE Config | Step 1**

OpenEnrol Letter L0

With effect from February 2018, **Letter L0 – Staging Date is coming** will no longer be required and prompts to create this letter have been removed. This is because final Staging Dates are in February 2018.

The **AE is coming** button has been removed from Step 3 of the **AE Configuration Tool**.

Automatic Enrolment Pension Parameters

The Automatic Enrolment Pension Parameters have been updated in line with legislation.

RTI

Earlier Year Update (EYU)

The EYU schema has been updated in line with legislative changes for 2018/19.

Serious Ill Health Lump Sum

The new tick box for **Serious Ill Health Lump Sum** has been added to the **Earlier Year Update** screen.

Full Payment Submission (FPS)

The FPS schema has been updated in line with legislative changes. FPS will now include the new **Payments – Serious Ill Health Lump Sum (Taxable), Serious Ill Health Lump Sum (Non-Taxable)** and **Termination Payment**.

Employer Payment Summary

The EPS Scheme has been updated in line with legislation for the 2018/2019 tax year.

Other

Payment – Serious Ill Health Lump Sum

To cater for Serious Ill Health Lump Sum, from Tax Year 2018/19, we have added two new payments to the **Payments/Deductions** list:

- **Serious Ill Health Lump Sum (Taxable)**
- **Serious Ill Health Lump Sum (Non-Taxable)**

These new payments will be included in deductible earnings for

- Council Tax (England/Wales)
- Earnings Arrestment (Scotland)
- Priority Order
- Other Court Order
- Child Support Agency
- Fines (Fixed Deduction AEO)
- CSA - % Protected Earnings
- Direct Earnings Attachment Percentage
- Direct Earnings Attachment Value (£)
- Direct Earnings Attachment Percentage (High Rate)