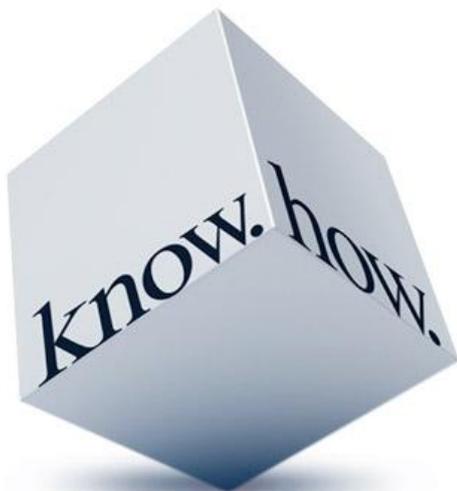




## Finishing the Tax Year

**Ceridian User Guide 2013-2014** Version 14.0  
February 2014



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Tax Year End & New Tax Year – Ceridian User Guide 2013-2014 & 2014-2015  
Version 14.0, February 2014

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# Preparing for TYE

## Introduction

The following information is to help you ensure that your payroll is kept up to date on a monthly basis in readiness for finishing the Tax Year. It also gives useful advice on what may cause issues at *Tax Year End (TYE)*, and how to avoid them. The following information can be accessed using Ceridian Reporting.

## Reconciliation Summary

It is best practice to reconcile your payroll each month by checking that the Brought Forward figures from this period equal the Carried Forward figures for the previous period.

To complete the reconciliation you must add the following rows together:

- 🔗 PREV / MAN ADJ - This row is payroll adjustments made
- 🔗 ADJUSTMENT - This row is adjustments to-date figures
- 🔗 THIS PERIOD - This row is this period only

***NOTE. If you compare the figures to the Financial Summary you will find that only the entries in the PREV / MAN ADJ and THIS PERIOD rows are included.***

Any entries in the ADJUSTMENTS row will need to be verified. The only time figures will show in the adjustment section is if you have transferred employees into the payroll with year to date values. It is advised that you make all employees pay amendments via payroll adjustments (called employee manual payments in CPS 2 – Source Payroll). There should never be any need for entries in the ADJUSTMENTS row

Check **the reconciliation summary carried forward row** balances to the amounts paid over to the Collector of Taxes (best practice would be to complete this task on a monthly basis).

You should also check:

- 🔗 The End of Year Exceptions does not contain entries that require action.
- 🔗 The End of Year Reconciliation does not contain any entries.
- 🔗 Your monthly Exception does not contain entries that require action.

## Statutory Requirements for Electronic Submission

All Employers must now file their data through RTI. Employers are obliged to file the EPS final declaration electronically either by using *HMRC Basic PAYE Tools*, or some other electronic means. *Ceridian* does not file the EPS final declaration as standard as they require answers to questions for which *Ceridian*

is not responsible and this declaration will also confirm the employers' own internal legislative compliance.

☞ **Check that Ceridian hold your correct P60 address.**

☞ **P60 Address** - This is the address that will appear as the employer address on P60s.

## When does my Tax Year End process begin for 2013/2014?

### Introduction

This section details the processing arrangements. It indicates when *Tax Year End* reports will be available for direct delivery and also the latest date in 2014 by which customers can transmit *Tax Year End* amendment data. You are reminded that data can be transmitted at any time in advance of the deadline; this may be of benefit to those with larger volumes.

If you are unsure which schedule applies to you, check your Input, Processing and Output (IPO) schedule, which will provide you with the required information next to the heading 'Family'. The 'Run-id' e.g. 22, 94, 6A etc. will always be preceded by 'C'. This indicates the last date for transmission you should follow

### Schedule

For Customers with a Family ID of 'C'		
Pay run	Last Date for Transmission (by 10.00am)	Output Back
<b>Bureau C11 C12 C13 C1A C1B C1C C2A C2B C2C</b>	27 <sup>th</sup> March	3rd April
<b>Bureau C4A C4B C4C C5A C5B C5C C5D C5E C5F C5G</b>	1 <sup>st</sup> April	8 <sup>th</sup> April
<b>Bureau C6A C6B C6C</b>	3 <sup>rd</sup> April	10 <sup>th</sup> April
<b>Bureau C7A C7B C7C</b>	4 <sup>th</sup> April	11 <sup>th</sup> April
<b>Bureau C8A C8B C8C C8D C81</b>	8 <sup>th</sup> April	16 <sup>th</sup> April
<b>Bureau C22</b>	9 <sup>th</sup> April	16 <sup>th</sup> April
<b>Bureau Weeklies</b>	9 <sup>th</sup> April	17 <sup>th</sup> April

There will be only one weekly payroll run.

Customers providing paper form amendments for EOY must send all data at least one week prior to the scheduled processing date.

<b>(PAPER Customers only)</b>		
<b>Deadline for receipt of Tax Year End Adjustments</b>	<b>Processing Date</b>	<b>Output Back</b>
4 <sup>th</sup> April	9 <sup>th</sup> April	16 <sup>th</sup> April

## How do I ensure clean submissions on my FPS to HMRC throughout the year

**NOTE. It is your responsibility to ensure the correct ECON number is supplied. Failure to provide correct data will result in your FPS submissions being rejected. Stakeholder and Group Personal Pension -** Please note that no Personal Pension Scheme whether Group Personal Pension (GPP) or Stakeholder Personal Pension has an ECON and neither do they receive tax relief or NICs rebates through the payroll operation.

### National Insurance

- 🔗 **Correcting errors prior to the update run** - If any NI contributions are in error, corrective action can be taken by using specific payroll items. Please refer to Appendix 1 for further information. **Correcting errors during the update run** – as a last resort these errors may be corrected during an update run simply by using the normal National Insurance totals-to-date payroll item. Please ensure the appropriate payroll items are used when NI information is amended for employees set up on the Directors' NI routine

#### **IMPORTANT NOTE.**

**IF NI CONTRIBUTIONS ARE PRESENT WITHOUT THE RELEVANT NIC EARNINGS FIELDS THEN THIS MAY CAUSE YOUR FPS SUBMISSION TO BE REJECTED.**

- 🔗 **Class 1A Contributions** - No Class 1A is to be reported on End of Year Tax Returns as they are part of the P11D and P11D(b) process. Any attempt to report Class 1A through the payroll will cause NI ratio failures. **Employee Records excluded from Tax Year End**
- 🔗 **Negative Income Tax** - Check for any negative Year to Date Income Tax figures. Employees with negative tax values year to date have been excluded from your FPS submission sent to HMRC.

🔗 **Employee Exclusions** - The Exceptions Report produced each pay period will tell you of any employee whose tax basis is 'X', which means that they will not be processed on the *FPS submissions*. It is good practice to check no one has a tax basis of 'X' by accident. Remember it is an easy mistake to make as someone on a Month / Week 1 basis on the P45 is indicated with an 'X', but you must input '1' on *Ceridian Payroll*. If you do want a P60 for any such employee remove the 'X' on the update run. ***Please note that the 'X' value will remain on the payroll file carried forward into the first run of the new Tax Year so correct it there also if required.***

## Mandatory Details

In the case of titled employees who do not use forenames or initials, we suggest that you use the initials field to input any titles (such as LORD or DAME etc.).

## What Next?

You will now be ready for *Tax Year End 2013/2014*. Section Two contains useful information on how to process your *Tax Year End*.

# During Tax Year End

## Introduction

This section contains information that will help you deal with all aspects of processing your *Tax Year End 2013/2014*.

### Source Payrolls only (CPS 2)

- ☞ To prepare for *TYE* you must first Download and Populate the last PayBase file of the 2013/2014 Tax Year (i.e. the month 12 or week 52/53 PayBase file), which will update the Payroll / *TYE* tab for the P60 view.

## What type of data can I amend?

There are several types of data that can be amended on a *Tax Year End* update process. For a full list of these payroll items please refer to [Appendix 1](#).

### New Starter and Leavers Details

Any new starters or leavers that missed your final payroll processing run of the Tax Year need to be added to your *Tax Year End* update process. *Also ensure this information is included in your first period in the new tax year and include data code E105# in your first payrun in the new year.*

### Source Payrolls Only (CPS 2)

Any new starters that you need to include in your Tax Year adjustment run must first be input as New Starters in Source, following your usual New Hire process. This needs to be done to make the employee available to you in the Cycle Data.

Once you have added the employee as new starter in Source, with no P45 figures, enter the relevant codes (see appendix 1) in a *TYE* cycle data batch.

- ☞ When all data has been entered do the Payroll Gather / Run Type = *TYE*.
- ☞ If you have requested a *TYE* Trial then send a trial run marker. When the trial has run, this will create a 97 PayBase file which you will need to download and populate. (Please note that a *TYE* trial is a chargeable option.)
- ☞ After the LIVE Run a 98 PayBase file will need to be downloaded and populated as period 2013/2014.

**NOTE. Month 12\97\98 PayBase files will update the P60 details tab on the Payroll / *TYE* Screen**

## Payroll Adjustments

*Ceridian* recommends that any adjustments required for Tax Year End for an individual employee is processed using a Payroll Adjustment screen. This will give you a full audit trail of the changes, ensure that your payroll reports are updated and give you a copy of the adjusted/reversal payslip to view.

## Amendments to your employees' Year-to-date totals

If you don't use a payroll adjustment you can amend any of the following to date totals that missed your final payroll processing run of the Tax Year that need to be added to the *Tax Year End* return. This is submitted to *HMRC*.

- 🔗 Taxable Pay
- 🔗 Tax Paid
- 🔗 National Insurance Earnings
- 🔗 National Insurance Contributions
- 🔗 Pension Contributions
- 🔗 Statutory payments and deductions (i.e. Paternity and Maternity pay, Student Loans etc.)

## How do I amend data on my Tax Year End update process?

After *Ceridian* Payroll has finished your last payroll for the Tax Year, two files are produced: one for use in the new Tax Year and a copy which is used for *TYE* processing only. Any adjustments that you make to the *TYE* run will only be actioned for *TYE* processing. Any new starters or leavers that you want to put through as adjustments to the *TYE* run, must also be added to the first payroll run for the new Tax Year.

Remember that any permanent changes to employees' details may also need to be completed in Period 1 of the following Tax Year.

### Input for final submission (no trial)

Input all data into a *Tax Year End* batch and then send to *Ceridian* prior to your *Tax Year End* deadline. No Reports will be produced to allow verification of the changes you have submitted prior to the live *Tax Year End* update process.

### Input for test first (with trial)

If you request a *Tax Year End* test process (a trial), this produces electronic results only and allows you to verify the changes you have submitted prior to the *Tax Year End* update process. These are chargeable at £310.00

**NOTE. The test process will be available from 14 March 2014 to 11 April 2014, from Monday to Friday at 7am each day. The deadline for data is 6.30am. Turnaround is 24 hrs.**

### Does the Tax Year End produce payments?

No, a *Tax Year End* update process does not calculate any payments nor does it create bank credits (BACS file), and you will not be able to process this time values except as part of a payroll adjustment..

### What results are generated from my Tax Year End run?

Ceridian Online Reporting (COR), CSV (electronic file) or Standard Paper results:

COR	CSV	Paper (optional)
Input Error	Input Error	
Amendment	Amendment	
Exception	Exception	
Financial Summary		Financial Summary
P35 Reconciliation		Reconciliation Summary
EOY Exception		
EOY Reconciliation		
EOY Exception Report		
End of Year Reconciliation		
P35(CS) Substitute		P35(CS) Substitute
P60 Copy data		P60 (Originals)

### P60s/P35 (CS) Substitute

P60 is the certificate of pay and tax deducted, and is for you to distribute to your employees. This can be achieved using an official approved paper P60 form or by using the approved official eP60 available via Online Payroll Documents where it has been agreed that the employee is to receive their P60 electronically.

P35 (CS) (Substitute) This report is available through Ceridian Online Reporting (COR)..

## In what format do Ceridian supply my P60s?

*Ceridian* can provide P60s either electronically (eP60), a Z-Fold **postable** document or a single part **HMRC** approved format. Most of the information contained on the P60 is found on the P35 (CS) Substitute, the Gross Earnings for NI details and Pay Journal entries.

Employers have the option of providing employees with an official eP60 via Online Payroll Documents where employees have agreed, and there is no requirement for the employer to provide a paper copy.

**PLEASE NOTE: We will provide Z- fold P60s for pension payrolls.**

## Do Leavers prior to 5<sup>th</sup> April have a P60?

In line with **HMRC** policy, P60's are only provided for employees who are employed on the 5<sup>th</sup> April of each year. Other Leavers will have been advised of their appropriate values by the issue of a P45 Leaver Statement.

If there are any leavers on file without a valid date of leaving then *Ceridian* will produce a P60 for these employees as the date of leaving cannot be determined

## How much would it cost to have Z-fold security sealed P60s?

CHARGES FOR Z-Fold SECURITY SEALED P60s	
Number of Employees	Charge
0-50	£85.00
51-100	£105.00
101-150	£127.00
151-200	£147.00
201-250	£169.00
251-300	£189.00
301-350	£210.00
351-400	£232.00
401-450	£252.00
451-500	£274.00
501-550	£294.00
551-600	£315.00
601-650	£336.00
651-700	£355.00
701-750	£378.00

751+	47 pence per employee (min £378)
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## What should I check on my Final Year End outputs?

It is vital that you check the Exception messages as it indicates employees who have potential errors and may not be able to be reported to the *HMRC* through *Ceridian*. You should also check that:

- 🔗 The End of Year Exceptions does not contain entries that require action.
- 🔗 The End of Year Reconciliation does not contain any entries.

## What Next?

You should have now completed your *Tax Year End 2013/2014* and should now look to commence 2014/2015 Tax year.

# Frequently Asked Questions

## Introduction

This section contains some frequently asked questions regarding all aspects of *Tax Year End* and may give you the answer to a specific query that you have.

## For what reason would the tax I have paid over to HMRC not agree with the values shown on either the P35 (CS) Substitute or even HMRC systems?

The main reasons this may occur include the following:

- 🔗 Manual payments or corrections have not been updated on the *Ceridian Payroll* and so the reported values are incorrect.
- 🔗 Your manual and adjustment calculations have been correctly put through the payroll system (either payroll adjustments or amending totals to-date) but the associated reported amounts have not been included in your payments to the Collector of Taxes.
- 🔗 Generally the amount you pay over each period should be the value shown on the Reconciliation Summary, LESS the amount already paid over in the Tax Year.
- 🔗 You need to take care that the reconciliation amounts are accounted for in addition to the current pay period values. Check the Financial Summaries to see if any extra values should have been included.
- 🔗 You have not filed an EPS
- 🔗 HMRC have created duplicate records in error
- 🔗 Employee transfers from one employee record to another have caused duplication on HMRC systems or double reporting from Ceridian.

## Why does the P35 (CS) Substitute not agree with my Financial Summary?

If you have adjusted values in the *Tax Year End* update run, please check that you are looking at the Financial Summary produced as opposed to the final payroll run.

The End of Year Reconciliation Report may list additional reconciliation values that have been altered; you need to check any details reported. Some employees may have missing or incomplete data; look at the End of Year Exception Report to see if there are any exclusion markers, which may have removed specified employees from the return.

## Why does an employee's NI'able earnings appear to be incorrect?

Please check if any of the below statements are applicable:

- 🔗 If the individual has been on more than one NI letter in the Tax Year, you need to ensure that when the letter changed, the correct earnings values were used.
- 🔗 If you have amended any of the totals to-date throughout the year, you must check you have used the correct payroll item.
- 🔗 If you paid Payroll adjustments (or manual payments), you need to update the NI-able earnings fields as well. (This must be done)
- 🔗 If the individual is a Director please bear in mind Directors' NI is very different to other employees and the calculations work automatically from single earnings values, as Directors NICs is accounted on an annualised basis.

## I have input payroll item N108 and N018 to amend the total to-date on the update run. They appear on the Amendment Report but why have they not been actioned?

If the individual is a director, these codes would be incorrect. See [Appendix 1, Page 1](#), for a listing of codes to use.

## Why are some of my P60s missing?

A P60 is not produced if an employee has been excluded by using payroll item: T010 X or where E066 has been set for eP60 only.

P60s are not produced for employees who have a leaving date prior to 5th April 2013.

## When will my TYE Run?

See the section entitled [Schedule](#) on **Page 7**, for a listing of all available runs.

## Can I have security sealed enveloped P60s?

The Security sealed laser Z-fold P60 is a format and design approved by *HMRC* central forms unit. If you wish to take advantage of this, please contact your Support Desk. There is an additional charge for the production of this sealed envelope format.

## What payroll item should I use to update fiscal totals for TYE?

New revised guidance for Ceridian Payroll is available to guide you through the operation of National Insurance:

[www.ceridian.co.uk/tye](http://www.ceridian.co.uk/tye)

Using the codes below will overwrite the YTD figures for employees. But, in order to show these changes correctly on your reconciliation summary, you should put through a payslip as a *TYE* manual adjustment and let the system calculate the YTD figures for you.

Code	Description
N018	Employees NI contributions To Date
N108	Employers NI contributions To Date
N168	Earnings Up To LEL To Date
N178	Earnings LEL To PT To Date
N188	Earnings to PT and UAP To Date
N198	Earnings UAP to UEL To Date
T078	Taxable Pay YTD
T088	Tax Paid YTD

## What does error message 'Missing/Invalid ECON number' mean?

- Contracted-out contributions - Salary Related Schemes (COSR) If you have contracted-out contributions for NI category letters D, E, L, N, or O, ensure that the employee belongs to a contracted-out salary-related pension fund.
- Each contracted-out fund must be associated with an ECON number.. It is your responsibility to ensure the correct ECON numbers are supplied and input correctly. Fines & penalties will be imposed by the *HMRC* if resubmission fails to meet statutory filing deadlines. Equally from 6<sup>th</sup> April 2013 there has been a requirement to report the associated SCON number as well against data item E008.

## Can I have duplicate set of P60s?

COR, HRe5P, CPS 1 and CPS 2 (Source Payroll) offer as standard the ability to print one-off copies of P60 data. Equally employees with access to OPD can print a copy of the eP60.

# Commencement of the New Tax Year

## Introduction

You will have completed your *Tax Year End* processing for 2013/2014 and will now be ready to move into the new Tax Year. Please find below some useful information to help you do this.

## If I make changes on a Tax Year End run do I need to do anything in the new Tax Year?

Data entered on the *Tax Year End* adjustment is used to correct the *Tax Year End* submission to *HMRC*. It is not used to update the normal payroll data.

If you input any of the following details remember you must input the same details again on your first payroll of the new Tax Year:

- 🔗 Address amendments you may have used to update details for P60s
- 🔗 New starters and leavers but excluding totals to-date. For a new starter also enter the E105#.
- 🔗 Any permanent data for current employees e.g. surname, title, N.I. number/letter, tax code etc.

Your final March output includes a list, End of Year Deleted References. You should use this after your final payroll or any adjustment run to delete employees, thereby ensuring that the employee file is identical to that held by *Ceridian*.

## What do I need to know about Tax codes moving into the new Tax Year?

### Current employees Tax Codes

All employees' tax codes will revert to a cumulative basis automatically. Any uplifts of tax codes by legislation (P9X) will take place automatically.

As review of employees with Net To Gross allowances of who are within an Appendix 5 'Net of Tax' scheme are recommended to be reviewed as the operation of a cumulative tax code can be problematical.

### Tax Code Changes through Ceridian Electronic Exchange

For users of the *Ceridian* Electronic Exchange service and the Ceridian RTI EIEEx service, tax code changes (P6, P6B and P9) will be automatically applied to employees where the Payroll ID matches those expected. Where a satisfactory match is not found, then the individual tax code change will be sent to you via email to be applied as if you had received the official paper document.

To be able to receive automated electronic P9s through the Ceridian Electronic Exchange or Ceridian RTI EEx service, you must either already be in receipt of P6 tax codes or the appropriate registrations must have been completed via *Ceridian and HMRC* by 26 January 2014. P9 updates for 6 April 2014 are created by HMRC at the beginning of February 2014. Subsequent requests will be too late.

## Form P9 Tax Code Changes

Ensure any new tax codes you receive from the *HMRC* for Tax Year 2014/2015 are implemented on your first payroll for the new Tax Year i.e. tax week/month 1, and not via the *Tax Year End* adjustment screens.

## Source Payrolls only (CPS2)

- ☞ Initially, check the dates are correct for the new Tax Year in the following area - System Manager / Payroll / Pay Cycles / 2014/2015 (Add or Edit).
- ☞ As per your normal housekeeping procedures, set any SENT batches to DELETE in HR & Payroll Activities/Payroll/Batch Control.
- ☞ Perform the Begin New process, which will create a new tax record dated the first day of the first processing period in the new Tax Year, clearing down any P45 details for new starters in the last Tax Year.
- ☞ If there are any additional tax changes via P6s / P9s, then enter these as a new record dated 07042014 or later.

***NOTE. Any statutory tax code changes which have been automatically uplifted by Ceridian, will not show on the employee's tax record until after the live download of the month 1/ week 1 paybase file has been actioned and the import mass tax code uplift has been applied. Any changes will however be reflected on the trial payslips.***

## Starter P45 Changes

Please see the update guidance on Legislation at [www.ceridian.co.uk/tye](http://www.ceridian.co.uk/tye) or the RTI user guidance at [www.ceridian.co.uk/rti/resources](http://www.ceridian.co.uk/rti/resources) for specific guidance on how to operate new starter with a P45 and the New Starter Checklist requirements.

***NOTE. If you receive a starter P45 indicating a tax basis X then you must enter T010 1 not T010 X as X indicates to Ceridian Payroll an employee exclusion from your Tax Year End returns.***

## Order in which to update Tax Codes

Tax code changes that are not dated or do not have matching sequencing dates are applied as follows:

- 🔗 Uplift of tax codes by legislation
- 🔗 Individual P6/P9 changes submitted in payroll data
- 🔗 Tax code changes via Electronic Exchange
- 🔗 P45s / New Starter Checklists

### What do I need to know about my Pension Schemes moving into the new Tax Year?

Each year it is essential that you check ALL your Pension Schemes parameters prior to processing your first pay period in the new Tax Year. It is vital that you confirm with the pension providers and trustees that the current parameters are accurate.

### What do I need to know about National Insurance moving into the new Tax Year?

Again, all legislation changes are dealt with automatically, however please bear in mind that you may have employees on NIC categories J or L by means of a CA2700 certificate. You will need to have their NI Table letter reset to A or D respectively if a new certificate is not sent in time for the first processing run.

### What do I do when the SSP rate changes?

If you use the system-generated SSP/Fast Absence input option within Source you will need to update the SSP rate prior to your month/week 1 process.

**This can be done in system manager/payroll/SSP parameters and rules, adding a new record with a start date of 06042014 and entering the new rate.**

# Appendix 1 - Data Code Tables

## National Insurance

New National Insurance guidance for Ceridian Payroll is available at:

<http://www.ceridian.co.uk/tye>

Data Code	Description
N018	Employee National Insurance Contributions To Date
N108	Employer National Insurance Contributions To Date
N168	Overwrite Niable Earnings To Date Up To LEL
N178	Overwrite Niable Earnings to Date Between LEL and PT
N188	Overwrite Niable Earnings to Date Between PT and UAP
N198	Overwrite Niable Earnings To Date Between UAP and UEL
N228	Overwrite Niable Earnings to date above the UEL
N051	Pre –Determined NI Contribution
N052	Pre- Determined NI Refund
N011	Employee’s NI To Date Increase
N012	Employee’s NI To Date Decrease
N101	Employer’s NI To Date Increase
N102	Employer’s NI To Date Decrease
N161/N171/N191	Positive Adjustment to Each of the 3 earnings fields
N288	Director’s Gross Earnings To Date
N368	Overwrite Director’s Earnings To Date Up To LEL
N378	Overwrite Director’s Earnings To Date Between LEL and PT
N388	Overwrite Director’s Earnings To Date Between PT and UAP
N398	Overwrite Director’s Earnings To Date Between UAP and UEL
N428	Overwrite Director’s Earnings to Date over UEL
N251	Director’s Pre Determined NI Contribution
N252	Director’s Pre Determined NI Refund
N218	Director’s NI To Date

**NOTE. If an entry of N051/N052/N251/N252 is made then you must input the relevant Earnings Bands Fields using either N168/N178/N188/N198/N228 or**

**N161/N171/N181/N191/N221 for ordinary employees or N368/N378/N388/N398/N429 for Directors**

**Payroll item Required for New Starter on a Tax Year End Amendment Run**

Data Code	Description
E001	'S' Status Marker
E002	Initials
E003	Title
E004	Forenames (for printing of P60)
E005	Cost Code
E006	Surname
E010	Marital Status
E021	Address Line 1 (Optional)
E022	Address Line 2 (Optional)
E023	Address Line 3 (Optional)
E024	Address Line 4 (Optional)
E025	Address Line 5 (Optional)
E026	Address Line 6 (Optional)
E041	Gender
E049	Department
E044	Paygroup
E080	Date of Birth
E081	Date of Start
T000	Tax Code
T010	Tax Basis (If applicable)
T050	Taxable Pay Previous Employment (P45) (If applicable)
T060	Tax Paid Previous Employment (P45) (If applicable)
N001	NI Letter
N003	NI Number (if not known enter 'NONE')
0010	Basic Pay (Optional)

You will also need to put through all the Year to Date figures. **This can be done using the codes below** which will overwrite the YTD figures for that employee. But, in order to show this change correctly on your reconciliation summary for the run, you should put through the payslip as a *TYE* manual adjustment and let the system calculate the YTD figures for you.

Data Code	Description
N018	Employees NI contributions To Date
N108	Employers NI contributions To Date
N168	Earnings Up To LEL To Date

N178	Earnings LEL To PT To Date
N188	Earnings PT and UAP To Date
N198	Earnings UAP to UEL To Date
N228	Earnings above the UEL To Date
T078	Taxable Pay YTD
T088	Tax Paid YTD

Any new starters or permanent data input on the *Tax Year End* run must be re-input again in the first process of the new Tax Year. An employee can also be made a leaver on the *Tax Year End* run by entering E001 Z and E082 Date of leaving in a *Tax Year End* batch, again the employee must be made a leaver in the first process of the new Tax Year.

## Tax/Pension Payroll item

Data Code	Description
T000	Tax Code
T010	Tax Code Basis
T050	Taxable Pay in Previous Employment
T060	Tax in Previous Employment
T078	Total Taxable To Date
T088	Total Tax Paid To Date
P018	Employee contribution Total This Tax Year
P019	Employee contribution Total This Pension Period
P119	Employer Contribution Total This Pension Period
P038	Pensionable Pay To Date

## Statutory Payments

Data Code	Description
SMP Total Paid in Tax Year	M708
OSPP Total Paid in Tax Year	M718
OSPPA Total Paid in Tax Year	M738
ASPP Total Paid in Tax Year	M758
ASPPA Total Paid in Tax Year	M768
SAP Total Paid in Tax Year	M728
Student Loan Total Paid in Tax Year	C068

If you have any queries regarding this release please contact your usual [Ceridian Support Desk](#)



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