

Important changes to Payroll – please read

Welcome to our June quarterly newsletter informing you of legislation changes and payroll updates.



Employment Allowance Letters

In April and May we sent out documentation relating to the employment allowance. There are many still awaiting to be returned and I would ask that you send these in as soon as possible. Without the signed declaration confirming your eligibility we are unable to reduce the PAYE amount if applicable.

If you have a carer/nanny payroll you are excluded from this allowance and will not have received any documentation.

PAYE penalties HMRC Timetable

Late filing penalties for RTI were due to come into effect from April this year. Due to mounting pressure this will now be staggered. The new timetable will be:

- April 2014 in-year interest on any in-year payments not made by the due date
- October 2014 automatic in-year late filing penalties
- April 2015 automatic in-year late payment penalties.



Interest on late HMRC payments

HMRC now charges interest on any late PAYE and/or Construction Industry Scheme payments. Employers paying monthly, the first payment of the 2014/15 tax year was due 19th May or 22nd May if paying electronically. Interest will be charged daily from the date payment is due to the date the payment is paid in full.

Summer holidays

Holiday time will soon be upon us which will inevitably mean that some of our clients will require their payrolls to be processed at a different date to the norm. Please will you advise us at the earliest if you will require a change to your processing date.

Same day processing of payrolls is not something we encourage as it does not provide any contingency if problems/queries arise.



Cont.....

HM Revenue & Customs
P46: Employee without a Form P45

SECTION ONE To be completed by the employee
 Please complete sections one and two and hand the form back to your present employer if you have received a form P45 from your previous employer, hand it to your present employer.
 Do not add a date when completing the form.

Your details

National Insurance number
 This is very important in getting your correct benefits right

Date of birth DD/MM/YYYY

Title - enter MR, MRS, MISS, MS or other title

Address

Home or flat number

Telephone or family number

Postcode

Postcode (enter '0' in the appropriate box)

Male Female

P46—Out with the old, in with the new

From 6 April 2014, form P46 has been replaced with a starter checklist. This form is available on HMRC website.

<http://www.hmrc.gov.uk/forms/starterchecklist.pdf>

Flexible Working

From April 2014 all employees with 26 weeks service will have the right to request flexible working. Previously this had been made available only to employees who qualified as parents or carers. Employers are advised to check the required procedure on receiving such a request.



Cancellation of new PAYE schemes

From October 2013, if HMRC have been contacted to set up a new PAYE scheme, but there has been no activity on the scheme, it will be reviewed after 120 days to see if it can be cancelled. If no RTI submission payment has been made to HMRC; and there is no evidence of employees; or that Class 1A NICs are due, then the PAYE scheme will be closed and a letter issued to the business address.

World Cup 2014

The World Cup takes place in Brazil between Thursday 12 June and Sunday 13 July 2014. The kick off times for England are scheduled between 5pm and 11pm (UK time).

The main issues which will affect both employee and employer will be around requests for annual leave, sickness absence and website use during working hours. Therefore flexibility from both employers and employees throughout the World Cup period is key to a productive business and engaged workforce.

As an employer you need to make the right decisions for your business. Being flexible will help to motivate and engage your employees but you still need to keep your clients happy.

For more information visit www.acas.org.uk



For more information on any of the above please do not hesitate to contact:
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