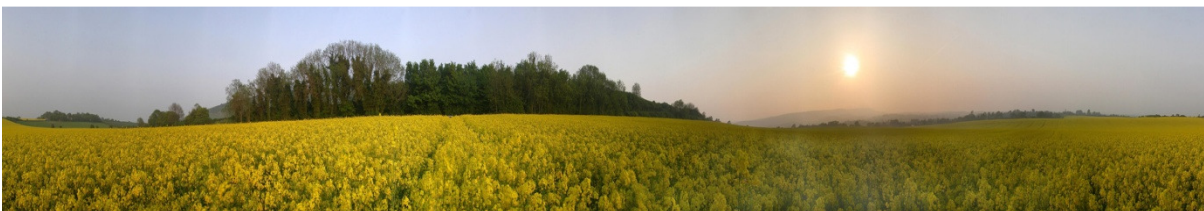
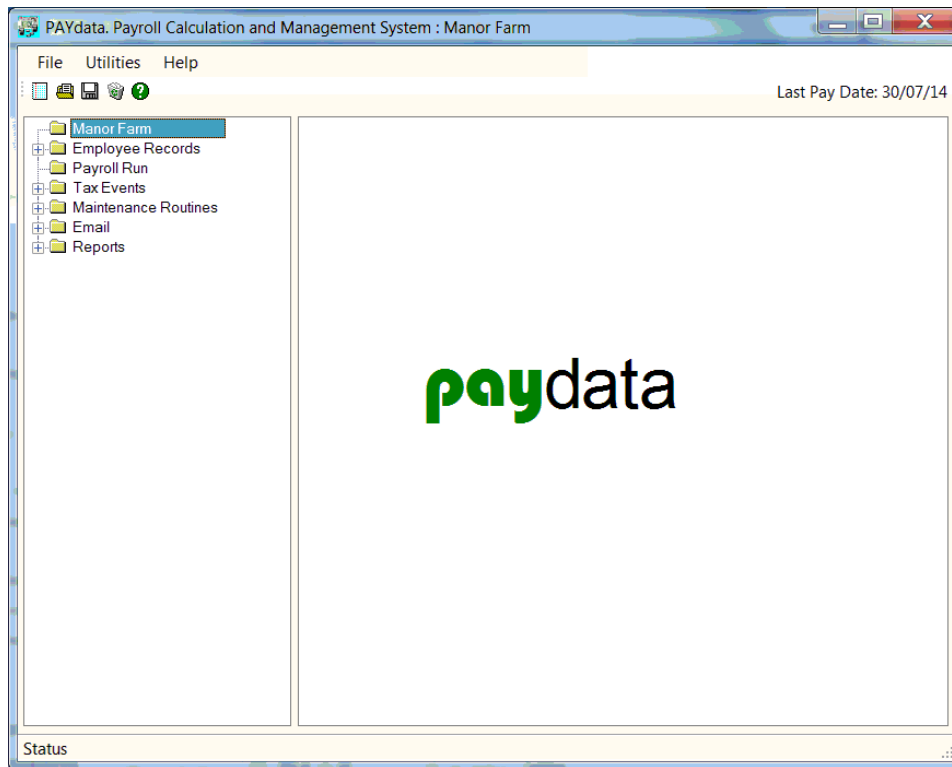


paydata

Payroll management
&
recording system
by

farmdata
MANAGEMENT SYSTEMS





Payroll administration can be one of the most tiresome and seemingly unproductive tasks in the office. It is, of course, essential and hidden in the wages statistics is a wealth of cost information, potentially of great value to the business manager.

With PAYdata all the records relating to an employee are held on computer file. When processing a payroll run the system takes away the drudgery, the input becoming as simple as entry of overtime hours and exceptional items.

In its basic concept the PAYdata system is a simple and extremely easy-to-use method of managing the payroll. The Wages Calculation is designed in the same way as a manual system, averting any need for complex office techniques. Payslips, Cash and Cheque Analysis and Autopay lists are available as well as text files for electronic bank transfer.

The system takes over the calculation of PAYE and National Insurance deductions using tables stored on file. It also maintains cumulative totals so that submission of RTI information also becomes an automatic operation.

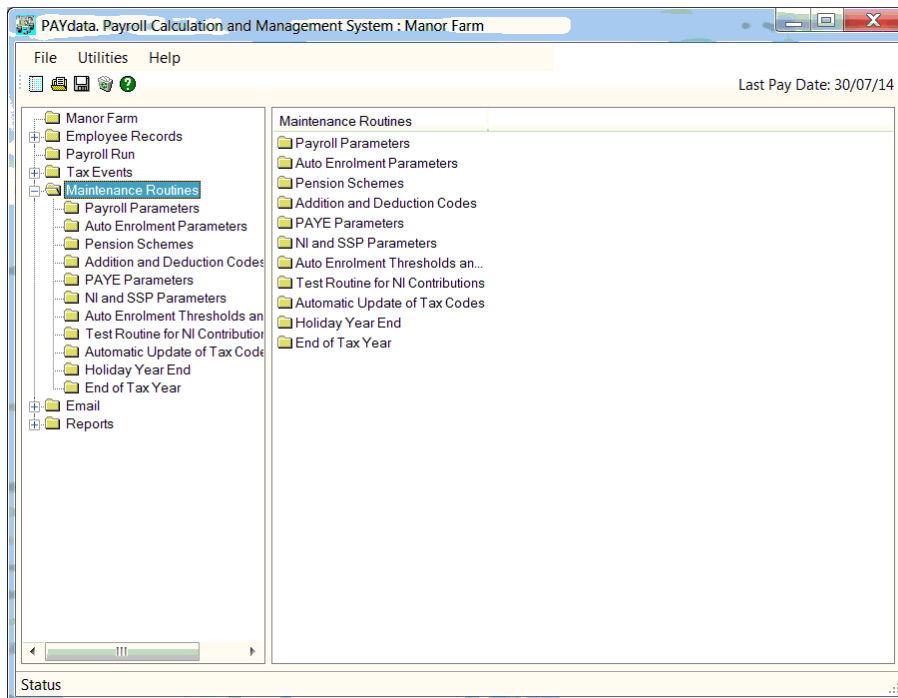
Multiple pension schemes can be operated within the payroll.

PAYdata maintains a great deal of information useful to the personnel function. Sickness and Holiday records are maintained in detail.

Paydata is versatile. It is suited to anyone wishing to manage payroll, whether it is the smallest business, or multi enterprise operation with hundreds of workers on several payrolls.

Maintenance Routines

The examples below show the basics of the system and how it operates. The program however does much more.

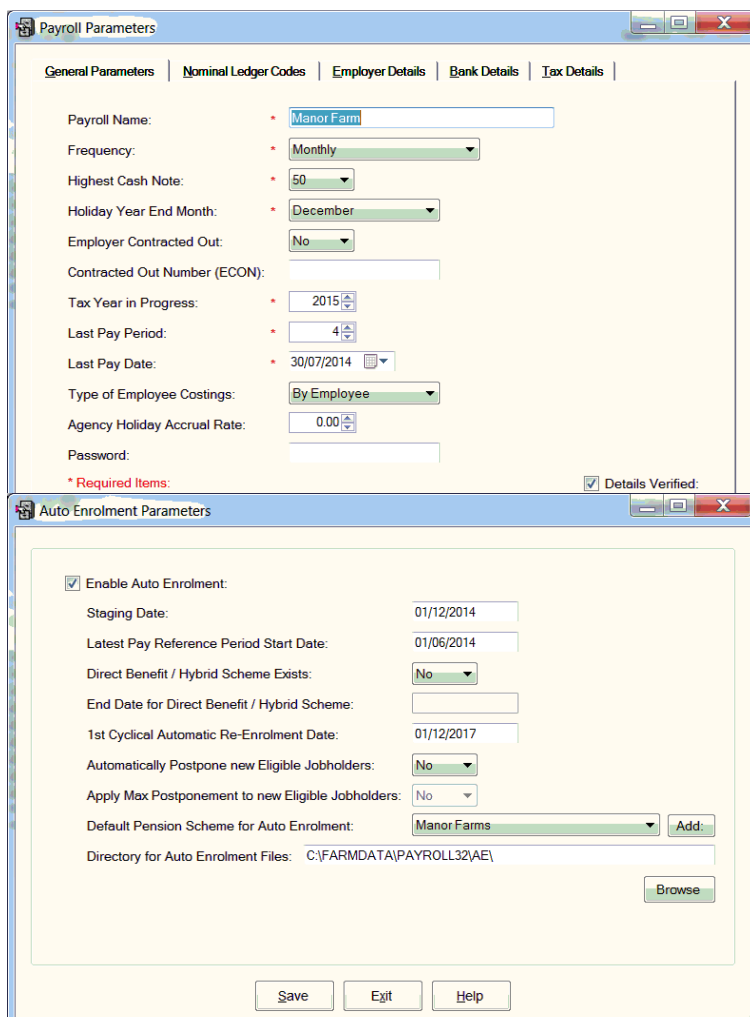


The maintenance section holds all the basic information on the business: Payroll Frequency, Business Name, Address, Tax Office details.

PAYE & NI tables are maintained for calculation of deductions.

Auto Enrolment and Pension schemes are defined here.

Tax and Holiday Year end routines are initiated in this section.



Employee Records

The image displays three screenshots of the 'Employees' software interface, showing different sections of the employee record for Employee Number 0003.

Top Screenshot: Personal Details

Employee Number: 0003
 Surname: Henderson
 Forenames: Graham
 James
 Title: Mr
 Date of Birth: 05/06/1990 Sex: Male
 Address: No. 3 Cottage
 The Holdings
 Upton
 ML34 5LE
 Tel Number:
 Email Address:
 NI Number: WL584123A Email Payslip:
 Starting Date: 22/04/2013

Middle Screenshot: Payment Details

Employee Number: 0003
 SVR Indicator: Yes: Cash Payment: 0.00
 Tax Code: 1000L Last Review Date: 22/04/2013
 Month 1 Basis: Yes: Basic Pay: 1540.00
 Student Loan Repayments Apply: Yes: Hours Normally Worked: 39.00
 Irregular Payment Pattern: Yes: Hourly Rates:

No	Rate
1	0.000
2	0.000
3	0.000
4	0.000
5	0.000

Last Pay Period: 4

Bottom Screenshot: Cumulative Totals

Employee Number: 0003

Attendance Days to Date: 0	Gross Pay this Employ: 6160.00
Total Hours Worked: 0.00	Tax this Employment: 564.60
Sick Days to Date: 0	Week 53 Pay: 0.00
SSP Weeks to Date: 0.0	Week 53 Tax: 0.00
SSP to Date: 0.00	Employees Pension to Date: 308.00
SMP to Date: 0.00	Employers Pension to Date: 308.00
OSPP to Date: 0.00	Total AVCs to Date: 0.00
ASPP to Date: 0.00	Charity Conts. to Date: 0.00
SAP to Date: 0.00	Student Loan Repayments: 44.00

Buttons: Save, New, Delete, Find, Print, Next, Previous, Exit, Help

The Employee Records section holds all the information relevant to each person.

Each starter must have a basic amount of information entered here before being paid.

This information is then updated from the data recorded in each payroll run.

Personal details, NI number, Tax code, NI table letter and payment details are needed.

Employees

Employee | Details | Bank | Payment | Costings | Cumulatives | Prev Employ | NI Cumulatives | Additions/Deductio

Employee Number: 0003

LEL = Lower Earnings Limit:
 PT = Primary Threshold:
 UAP = Upper Accrual Point:
 UEL = Upper Earnings Limit:

[Formally Change this Employee's NI Letter:](#)

	NI Letter	Curren	Earnings at LEL	Earnings LEL to PT	Earnings PT to UAP	Earnings UAP to UEL	Earnings Above UEL	Employee Contributi	Employer Contributi	Employe
▶	A	<input checked="" type="checkbox"/>	1924.00	728.00	3508.00	.00	.00	420.96	484.12	.0

Employees

Employee | Details | Bank | Payment | Costings | Cumulatives | Prev Employ | NI Cumulatives | Additions/Deductio

Employee Number: 0011

Starter Type: Starter with a P45

Starter Declaration: B - this is currently their only Job

P45 Information:

Tax Office Number: 881

Tax Reference Number: 0054AAA

Payroll Frequency: Weekly: Monthly:

Tax Code at Leaving: 1000L Week 1:

Leaving Date: 27/06/2014

Last Pay Period: 17

Pay Prev Employ: 5160.00

Tax Prev Employ: 378.15

Revised P11 Tax Figure (item 13 on P45 Part3): 0.00

Starter Notified to Inland Revenue:

Employees

Payment | Costings | Cumulatives | Prev Employ | NI Cumulatives | Additions/Deductions | Holidays | Sickness | A

Employee Number: 0003

Holiday Entitlement: 30.00

Holidays to Date: 11.00

Holidays Remaining: 19.00

	Start Date	End Date	No of Days	Paid In Lieu
▶	06/05/2014	06/05/2014	1.00	<input type="checkbox"/>
	16/06/2014	29/06/2014	10.00	<input type="checkbox"/>
*				<input type="checkbox"/>

Save New Delete End Print Next Previous Exit Help

Payroll Run

The screenshot shows the 'Wages Details' application window. It contains the following sections:

- Employees:** A table listing employees with columns for No, Name, and Paid.

No	Name	Paid
0003	Henderson, Graham	No
0004	Turner, Alexander	No
0005	Kendall, Steven	No
0006	Drummond, Ian	No
0010	Hendry, Ian	No
0011	Hayden, Thelma	No
0020	Androvic, Hector	No
- Hours:** Fields for Tax Code (1000L), Last Month (4), This Month (5), and Months (1). Below is a table of hours worked:

No	Hours	Rate	Pay
1	10.50	0.0000	0.00
2	0.00	0.0000	0.00
3	0.00	0.0000	0.00
4	0.00	0.0000	0.00
5	0.00	0.0000	0.00
- Additions / Deductions:** A table with columns for Description, Amount, and Cost Code. It includes tabs for 'Before Tax Additions', 'After Tax Additions', 'Before Tax Deductions', and 'After Tax Deductions'. There are 'New' and 'Remove' buttons below the table.
- Summary:** A list of calculated values:

Basic Pay:	1540.00
Sick Pay:	0.00
Maternity Pay:	0.00
Ordinary Paternity Pay:	0.00
Additional Paternity Pay:	0.00
Adoption Pay:	0.00
Hourly Pay:	0.00
Before Tax Additions:	0.00
Before Tax Deductions:	0.00
Gross Pay:	1540.00
National Insurance:	105.24
Pension:	77.00
Charity:	0.00
Income Tax:	141.20
Student Loan:	11.00
After Tax Additions:	0.00
After Tax Deductions:	0.00
Net Pay:	1205.56

The payroll run is a simple matter of selecting the employee from the list at the top left. Enter any hours over the basic and clicking save.

Other items can be entered if required by clicking on the blue active text. These may be:

- Holidays taken
- Leaving dates
- Cost centre analysis if required
- Sickness details
- Maternity Pay, Paternity Pay and Adoption Pay
- Out of period pay such as pay in advance for holidays or arrears for missed weeks.

One off Additions or Deductions can be entered for extraordinary items such as bonuses, holiday pay or payment in kind.

Where deductions or additions are paid each pay day they can be set to be applied automatically.

Once all employees' payment information has been entered clicking complete updates the employees' records and prepares various reports. These include:-

- Payslips
- Statutory Recording of NI Contributions
- Autopay list (text files for banking software can also be produced)
- Wages Analysis (breakdown by cost centre)

Graham James Henderson
 NO. 3 COTTAGE
 THE HOLDINGS
 UPTON

Private and Confidential

Payroll Name	Manor Farm			Employee Name	Graham James Henderson			
Tax Period	4			Employee No	0003	Department		
Payment Date	30/07/14			Tax Code	1000L	Nat Ins No.	WL584123A	
PAYMENTS				DEDUCTIONS		TO-DATE TOTALS		
Description	Hours	Rate	Amount	Description	Amount	Description	Amount	
Basic Pay			1540.00	Pension	77.00	Gross Pay	6160.00	
				Income Tax	113.20	Pension	308.00	
				Nat. Ins.	105.24	Income Tax	564.60	
				Student Loan	11.00	Nat. Ins.	420.96	
						Student Loan	44.00	
TOTAL PAYMENTS			1540.00	TOTAL DEDUCTIONS	306.44	OTHER VALUES		
				NET PAY	1233.56	Description	This Period	
				Bank Transfer	1233.56		To-Date	
						Holidays	1.0	

Payroll Run: 4, 30/07/2014 - Month 4

Manor Farm
Statutory Recording of NI Contributions

Date: 17/07/14
Page 1 of 1

	Pay No of Per Wks	Tax Code	NI Let	Gross Pay To LEL	LEL to PT	PT to UAP	UAP to UEL	Above UEL	National Insurance Employee	Employer	Pension Emp'ee	Emp'er	Taxable Pay	Tax	SLRs	ATA	ATD	Net Pay
0002	4	1000L	C	1440.00	481.00	182.00	377.00	0.00	0.00	52.03	0.00	0.00	1440.00	93.20	0.00	0.00	0.00	1346.80
				Fraser, Wilma														
0003	4	1000L	A	1540.00	481.00	182.00	877.00	0.00	0.00	105.24	121.03	77.00	1540.00	113.20	11.00	0.00	0.00	1233.56
				Henderson, Graham														
0004	4	1000L	C	687.20	481.00	182.00	24.20	0.00	0.00	3.34	0.00	0.00	687.20	0.00	0.00	0.00	0.00	687.20
				Turner, Alexander														
0005	4	1000L	A	1683.85	481.00	182.00	1020.85	0.00	0.00	122.50	140.88	75.25	1683.85	142.00	0.00	0.00	0.00	1344.10
				Kendall, Steven														
0006	4	1000L	A	1681.72	481.00	182.00	1018.72	0.00	0.00	122.25	140.58	75.00	1681.72	141.60	0.00	0.00	0.00	1342.87
				Drummond, Ian														
0010	4	1000L	A	2600.00	5772.00	2184.00	2444.00	0.00	0.00	293.28	337.27	130.00	2600.00	426.00	0.00	0.00	0.00	1750.72
				Hendry, Ian														
0011	4	1000L	A	1416.67	481.00	182.00	753.67	0.00	0.00	90.44	104.01	56.67	1416.67	269.85	0.00	0.00	0.00	999.71
				Hayden, Thelma														
0020	4	1000L	A	1173.43	481.00	182.00	510.43	0.00	0.00	61.25	70.44	0.00	1173.43	40.00	0.00	0.00	0.00	952.18
				Androvic, Hector														
Overall Totals				12222.87					794.96	969.58	413.92	413.92	12222.87	1225.85	11.00	0.00	120.00	9657.14

**Manor Farm
Wages Analysis**

Date: 17/07/14
Page 1 of 2

Payroll Run: 4. 30/07/2014 - Month 4

Part 1 - Cash Analysis Highest Cash Note: £ 50

Number	Employee Name	£50	£20	£10	£5	£1	50p	20p	10p	5p	2p	1p	Total
0020	Androvic, Hector	19				2			1	1	1	1	952.18
Total Cash		19				2			1	1	1	1	952.18

Part 2 - Cheque Analysis

Number	Employee Name	Total
0005	Kendall, Steven	1344.10
	Cheque for Cash Payments	952.18
	Cheque for Bank Transfers	7360.86
Total Cheques		9657.14

Part 3 - Bank Transfer Analysis

Number	Employee Name	Sort Code	Bank Name	Branch	Account	Net Pay
0002	Fraser, Wilma	30-91-04	Barclays	Upton	50203432	1346.80
0003	Henderson, Graham	Up-to-n	830021	RBS	00235613	1233.56
0004	Turner, Alexander	40-23-01	HSBC	Upton	60242515	687.20
0006	Drummond, Ian	99-88-77	TSB	Upton	52001245	1342.87
0010	Hendry, Ian	40-43-56	Lloyds	Upton	00425275	1750.72
0011	Hayden, Thelma	00-00-00	RBS	Upton	00000001	999.71
Total Transfers						7360.86

Part 4 - Leaver Analysis

Number	Employee Name	NI Number	Date of Leaving	Student Loan	Code on Leaving	Pay Period	Pay to Date	Tax to Date	Pay this Employ	Tax this Employ
0002	Fraser, W	WL351621A	27/07/14	No	1000L	4	4749.75	282.60	4749.75	282.60

Part 5 - Wages Cost Analysis

Gross Pay

Cost Code	Description	Amount
Estate	Cost Centre	6462.29 DB
Farm	Cost Centre	5652.06 DB
House	Cost Centre	1492.03 DB

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**Manor Farm
Wages Analysis**

Date: 17/07/14
Page 2 of 2

Payroll Run: 4. 30/07/2014 - Month 4

I.T.	Income Tax	1225.85
NIC	NI - Employers	969.58
NIC	NI - Employees	794.96
ERS PPEN	Pension - Employers	56.67
EES PPEN	Pension - Employees	56.67
I.T.	Student Loan Repayments	11.00

After Tax Adjustments

Cost Code	Description	Amount
Farm	Board & Lodging	120.00
Ers Pension	Pension - Employers	357.25
Ees Pension	Pension - Employees	357.25
BANK	Wages Control (Bank Account)	9657.14

Part 6 - Pension Scheme Contributions

Manor Farms		----- Employee -----		Employer	Total
Number	Name	Conts	AVC	Conts	Conts
0003	Henderson, Graham	77.00		77.00	154.00
0005	Kendall, Steven	75.25		75.25	150.50
0006	Drummond, Ian	75.00		75.00	150.00
0010	Hendry, Ian	130.00		130.00	260.00
Totals				357.25	714.50

Peoples Pension		----- Employee -----		Employer	Total
Number	Name	Conts	AVC	Conts	Conts
0011	Hayden, Thelma	56.67		56.67	113.34
Totals				56.67	113.34

Grand Totals 413.92 413.92 827.84

Part 7 - Employees Reaching State Pension Age Date : 30/07/14 to 30/08/14

Number	Name	Born	SPA Date
--------	------	------	----------

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1 Employer PAYE reference
Office number Reference number
911 / 0341515

2 Employee's National Insurance number
WL351621A

3 Title - enter MR, MRS, MISS, MS or other title
MS
Surname or family name
FRASER
First or given name (s)
WILMA

4 Leaving date DD MM YYYY
27 07 2014

5 Student Loan deductions
 Student Loan deductions to continue

6 Tax Code at leaving date
1000L
If week 1 or month 1 applies, enter 'X' in the box below
Week 1/Month 1

7 Last entries on P 11 Deductions Working Sheet
Complete only if Tax Code is cumulative . If there is an 'X'
at box 6 there will be no entries here .
Week Number Month Number 4
Total pay to date
£ 4749.75 p
Total tax to date
£ 282.60 p

8 This employment pay and tax . If no entry here, the amounts
are those shown at box 7.
Total pay in this employment
£ 0.00 p
Total tax in this employment
£ 0.00 p

9 Works number /Payroll number and Department or branch
(if any)
0002

10 Gender . Enter 'X' in the appropriate box
Male Female

11 Date of birth DD MM YYYY
02 03 1948

12 Employee's private address
MANOR HOUSE
UPTON
Postcode
ML01 5JH

13 I certify that the details entered in items 1 to 11 on
this form are correct .
Employer name and address
MANOR FARMS
ESTATE OFFICE
MANOR FARM
UPTON
Postcode
KL01 0TH
Date DD MM YYYY
17 07 2014

To the employee

The P 45 is in three parts . Please keep this part (Part 1A) safe .
Copies are not available . You might need the information in
Part 1A to fill in a Tax Return if you are sent one .

Please read the notes in Part 2 that accompany Part 1A.
The notes give some important information about what you
should do next and what you should do with Parts 2 and 3 of
this form .

Tax Credits

Tax Credits are flexible . They adapt to changes in your life, such
as leaving a job . If you need to let us know about a change in
your income, phone 0845 300 3900 .

To the new employer

If your new employer gives you this Part 1A, please return
it to them . Deal with Parts 2 and 3 as normal .