

Employer: A Practically Perfect Congregation

Tax year: 2014-15

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Navigation

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 - **A Practically Perfect Congregation (2014-15)**

Employer details

The employer's details are shown below. If you want to change the details or delete this employer, please follow the relevant link. Further actions are available by following the links in the left hand menu.

Employer name: A Practically Perfect Congregation

Address line 1: 121

Address line 2: George Street

Address line 3: Edinburgh

Postcode: EH2 4YN

Employer PAYE Reference: 961/1479432

Accounts Office Reference: 961PW01479432

Exempt from employer Class 1 National Insurance contributions: No

Eligible for employment allowance for 2014-15: Yes

Employer: A Practically Perfect Congregation

Change employer details

Please change the relevant details below then click the 'Next' button to continue.

* Indicates required information

Employer name: *

Address line 1:

Address line 2:

Address line 3:

Address line 4:

Postcode:

Employer Contracting-out Number:

Employer PAYE Reference: *
eg 123/A456

Accounts Office Reference: *
eg 123PA12345678

Corporation Tax Unique Taxpayer Reference:

Self Assessment Unique Taxpayer Reference:

NICs Employment Allowance

If you are eligible and want to claim the NICs Employment Allowance of up to £2,000 as a reduction of your annual employer Class 1 NICs bill, please select 'Yes' below.

Claim the NICs employment allowance for 2014-15?

Yes No



Employer: A Practically Perfect Congregation

Tax year: 2014-15

Add employee 

You must include everyone you employ, no matter how short a time they work for you or how little they are paid. This includes temporary and casual staff and any who are paid below the PAYE tax and/or National Insurance Contributions thresholds.

You must provide HM Revenue & Customs with year to date payroll information for all your employees, even if they have since left your employment.

These details should be available from your existing payroll software or paper P11 Deductions Working Sheet.

Please note: If you have not yet made your first submission in real time you must also enter details of any employees who left during the tax year. You should enter leaver details first.

There are three types of employee to choose from:

- **Current** - an employee included in your payroll.
- **Trivial commutation payment** - an employee with a lump sum pension payment.
- **Non individual** - a third party, for example a personal representative, trustee or corporate body paid on behalf or instead of the employee.

Further help is available by clicking the 'help icon' located to the right of the screen title at the top of the page.

If you make your Real Time Information (RTI) submissions using a software package which doesn't include Earlier Year Updates, you can also use Basic PAYE Tools to tell us about changes to an employee's pay, tax, or National Insurance details submitted in a previous year. In these cases, please select the '**Earlier Year Update only**' option.

Please select the type of employee you want to set up and then click 'Next' to continue.

* indicates required information

Employee type? *

- Current
- Trivial commutation payment
- Non-Individual
- Earlier Year Update only

Cancel

Next

Employer: A Practically Perfect Congregation

Tax year: 2014-15

Employee: Mr Jim Smith

Change current employee details 

Please enter the relevant information below.

Please note: Monetary values should be entered in pounds sterling, including pence, unless otherwise indicated.

Further help is available by clicking the help icon located to the right of the screen title at the top of the page.

When you have finished, click the 'Next' button to continue.

* indicates required information

Personal details

Title:	<input type="text" value="Mr"/>
First name: *	<input type="text" value="Jim"/>
Middle name(s):	<input type="text"/>
Last name: *	<input type="text" value="Smith"/>
Address line 1: *	<input type="text" value="1 Urquhart"/>
Address line 2: *	<input type="text" value="Court"/>
Address line 3:	<input type="text"/>
Address line 4:	<input type="text"/>
UK postcode:	<input type="text" value="EH1 2BC"/>
	<small>if address is in UK</small>
Foreign country:	<input type="text"/>
	<small>if address is abroad</small>
Gender? *	<input checked="" type="radio"/> Male <input type="radio"/> Female
Date of birth: *	<input type="text" value="01/04/1973"/>
	<small>eg dd/mm/yyyy</small>
National Insurance Number:	<input type="text" value="AB123456A"/>
Passport number:	<input type="text"/>

Employment details

Payroll ID:

Normal weekly hours worked? *

- Less than 16 hours
- 16 hours up to 24 hours
- 24 hours up to 30 hours
- 30 hours or more
- Other

Pay frequency? *

- Weekly
 - Two weekly
 - Four weekly
 - Monthly
 - Quarterly
 - Biannual
 - Annual
- This employee will be paid on an irregular basis

Director details

Is this employee a company director? *

- Yes
- No

Starter details

Start date: 06/04/2010

Basis for setting up employee: New starter without form P45

New starter declaration details

Which statement applies to this new starter? The employee has **another job** or receives a state or occupational pension.

PAYE details

Tax code: BR

Is this tax code being operated on a week 1/month 1 basis? No

National Insurance category letter: *

Scheme Contracted-out Number:

Do student loan deductions apply to this employee? *

Yes No

Cancel

Next

Employer: A Practically Perfect Congregation

Tax year: 2014-15

Menu

- Add an employee
- Outstanding submissions (2)

Navigation

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 - A Practically Perfect Congregation (2014-15)
 - **Employees**

Manage employees

The details of your employees and their last submission, if applicable, are shown below.

You can view and change the details for an employee by following the link in the 'Name' column.

You can also add payment details for an employee and, if applicable, update earlier year information by following the relevant link in the 'Actions' column.

If you cannot enter pay details for an employee, follow the 'Outstanding submissions' link in the left hand menu to view and submit the outstanding Full Payment Submission (FPS) before returning to this section.

Please note: You must enter pay details for all employees included in the next payroll run before you submit the FPS details to HMRC.

Current employees

Name	National Insurance number	Last payment date	Submission Status	Actions
Mr Jim Smith	AB123456A	28/07/2014	Unsubmitted	

Employer: A Practically Perfect Congregation

Tax year: 2014-15

Employee: Mr Jim Smith**Menu**

- Add employee payment

- Employee pay and deductions record
- Employee year to date summary
- Earlier Year Update
- Outstanding submissions (2)
- Statutory Sick Pay record (SSP2)
- Manage employees

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 - Employees
 - Mr Jim Smith
 - **Payments**

Employee payments

To add a payment for this employee, follow the 'Add employee payment' link.

Payments that have been added will be displayed in a table below. You can view payment details by following the appropriate link in the 'Actions' column of the table. If a payment has not yet been submitted, you can remove it by following the 'Delete' link. The 'Export to CSV' link saves the data for the latest payment to a spreadsheet which can be used to complete a payslip for your employee.

Date of payment	Pay for tax purposes (£)	Submission status	Actions
28/07/2014	400.00	Unsubmitted	View Delete Export to CSV

Details of employee payment

Employer name: A Practically Perfect Congregation

Employee name: Mr Jim Smith

PAYE Reference: 961/1479432
Accounts Office Reference: 961PW01479432
Tax year: 2014-15

Address: 1 Urquhart
Court
EH1 2BC
National Insurance Number: AB123456A
Payroll ID:

ⓘ Please note: The 'Net amount' shown at the foot of this screen may not be the take-home pay. It is based on:

- Pay including statutory payments and payrolled benefits in kind
Less
- Employee pension contributions under net pay arrangement
Less
- Tax, National Insurance contributions and student loan repayments

If the employee has received any benefits in kind that were taxed via the payroll, or has made any pension contributions that were not under a net pay arrangement, then the amount shown below will not be the take-home pay.

There may also be other amounts that have to be taken into account when calculating the amount to be paid on pay day which are not covered by the Basic PAYE Tools. These can include amounts such as a refund of business travel costs, deductions for attachment of earnings, union subscriptions or repayment of a season ticket loan.

Payment details

Payment date: 28/07/2014
Tax period number: 4
National Insurance period number: 4

Pay details

Pay for Income Tax purposes: £400.00
Pay for National Insurance purposes: £400.00

Employee pay details

Employee's pay frequency: Monthly
Tax code: BR
National Insurance category letter: A
Student loan deduction: No

Statutory payments

Total Statutory Sick Pay in this payment:	£0.00
Total Statutory Maternity Pay in this payment:	£0.00
Total Ordinary Statutory Paternity Pay in this payment:	£0.00
Total Additional Statutory Paternity Pay in this payment:	£0.00
Total Statutory Adoption Pay in this payment:	£0.00

Payrolled benefits in kind

Payrolled benefits in kind subject to PAYE tax:	£0.00
Benefits in kind subject to Class 1 National Insurance contributions:	£0.00

Employee pension contributions

Pension contributions paid under 'net pay arrangement':	£0.00
Pension contributions paid not under 'net pay arrangement':	£0.00

Totals for tax and National Insurance

Total pay for Income Tax:	£400.00
Total pay for National Insurance:	£400.00

Total deductions

Total Income Tax deduction:	£80.00
Total National Insurance deduction:	£0.00
Student loan deduction:	£0.00

Net amount

Please note: This amount may **not** be the take-home pay. You may therefore need to make the appropriate adjustments to work out that figure.

Net Amount: £320.00

Other details

Is this payment being reduced due to strike action: No

Is this payment being reduced due to unpaid absence: No