ABC Payroll
End of year 2018-19
Start of year 2019-20

The Payroll update will set the 2018-19 Payroll to be "last year", and also install the new 2019-20 Payroll. The update can be downloaded or obtained on a CD and is labelled

"**Payroll Update 2019-20**".

Instructions

1. Run the 2019-20 Update at any time. Either from the CD or downloaded file. (You only need do this once, even if you have several payrolls in ABC).

3. After updating you should now see two separate ABC Payroll icons on your Windows desktop, old Payroll 18-19, and new 19-20.

End of Year 5th April

The 2018-19 year ends on 5th April 2019.

- **Week 53.**
  Monthly paid staff **never** have a week 53. Weekly paid staff only have Week 53 if the normal pay day falls on 4 or 5 April. Otherwise no Week 53.

- **Final FPS of the year.**
  You must tell HMRC when you have finished the last PayRun of the year by ticking the "Final FPS" box before sending the FPS. Also send a final EPS (between 20th March and 19th April.)

- **Mistakes/Correction**
  If you find a mistake after you've sent the final FPS, you can correct it by sending an EYU after April 19th. First correct the situation in last year's ABC Payroll and then send the EYU (PayRun > Utilities > RTI Utilities tab).
- **P60 End of year forms**.
  You must give each employee who was employed at 5th April 2019 a P60 form before 31 May 2019. This can be either on paper or by email, Do not give a P60 to anyone who left during the year.
- **P11, P35 and P14 forms.**
  None of these are now required by HMRC (but can still be printed in ABC).

New for 2019/20

There are some changes to the PAYE system for this year. Here is a brief overview:

- Welsh employees will have a Tax Code starting with "C". Scottish employees have Tax Code starting with "S". They may pay a slightly different amount of tax (but same N.I.)
- Emergency Tax Code: 1250L
- ABC Payroll is ignoring the new Apprenticeship Levy as it only applies to employers with tax bill over £3million.
- New PostGraduate Loan repayment box on the employee record card.

- Workplace Pensions:
  from April 2019 the minimum contributions rise to:
  Employee... 5%
  Employer.... 3%
- Standard Tax codes are to be increased as follows:
  Ending in "L" .. increase by 65
  Ending in "M". increase by 71
  Ending in "N".. increase by 59

ABC Payroll changes

- Global Change option allows you to increase Tax Codes and Pension Contributions in one step. Alternatively you can edit employees manually.
- The RTI EPS now includes an option to say NO PAYMENTS THIS MONTH. (this stops HMRC chasing you for not sending an FPS).
- There is an Undo button in the PayRun for those occasional Oops moments.
- SnapShots and Backups are now stored separately for each PAYE year. This stops you restoring to the wrong year.

The Payroll user interface has hardly changed and so the 2017-18 User Manual is still current.

We will continue to work on the software during the year so if there is any feature you think could be improved, email us.

Starting the 2019-20 PAYE year

The new PAYE year starts on 6th April 2019. Before you can use the ABC 19-20 payroll for the first time you must do the YEAR START.

<p align="center" style="color:red">**Payroll Menu > UTILITIES > YEAR START**</p>

Normally you would tick the box to import (copy) the employee details from last year's payroll.

(If you have several companies, you need to do the Year Start separately for each company).

Now is the time to check and edit Employee Records if necessary, eg. to change Tax Codes and set Holiday allowances.

You will then be ready to use the Payroll from 6th April 2019.

General notes

1. **Employment Allowance**.
   Most businesses can claim up to £3000 Employment Allowance this year. If you claimed this last year you do not need to do anything as ABC and HMRC assume you wish to continue.

   If you have not claimed before, tick the box in EDIT COMPANY PARAMETERS, and then send an EPS (to tell HMRC you will not be paying the full amount of NI because of the Allowance).

   If you (optionally) post Payroll totals to ABC6 Accounts, you can select which Heading in ABC Accounts to post the Allowance to (eg create a Heading of 4195).

2. **Sending RTI.**
   After completing a PayRun you should immediately send the FPS to HMRC website. However if not possible you can send FPS later -- as soon as you can. There is a box for LATE SUBMIT REASON. An acceptable reason (to HMRC) is internet or computer problems, in which case use:
   G-Reasonable Excuse
   or H-Correction to earlier RTI.

3. **Student or Postgraduate Loans**.
   If you are told to SUSPEND loan repayments for an employee, go to their Employee Record Card and tick Temp Suspend Loan.

4. ABC will check your RTI data and not allow you to send it until it passes the checks. However ABC cannot detect errors like names misspelt or wrong date of birth. The RTI submission will be accepted by HMRC but they will later contact you to clarify any errors. It is best to check that your employee records are correct.

5. **Workplace Pensions.**
   ABC can calculate and record pension contributions for employee and employer. But you first need to set up the pension(s) with approved Pension

Provider(s).

ABC can produce the monthly CSV files to send to a Pension Provider. If your particular Pension Provider not supported, contact us and we will add it. Many ABC users have chosen the government NEST pension.

6. Directors

On a director's employee record card we recommend you tick the box to say treat them as a normal employee for NI. This is approved by HMRC and it evens out the director's NIC through the year. In January ABC will automatically ignore this tick box, and recalculate their NI as a director (ie. for the whole year).

7. ABC retains last year's payroll for 12 months. This allows you to start using the new Payroll from 6th April, while still being able to print paperwork for last year by going into the old Payroll

8. ABC stores all payslips throughout the year so you can review and reprint past weeks.

9. ABC stores all RTI submissions and replies so you can review these if required.

Update regularly

During the year we will update ABC payroll in response to HMRC changes, feedback or bug reports. You should **regularly check our website home page for updates**. This is particularly important during the first few weeks when the new software starts being used in real life conditions.

Technical

When you install the 2019-20 Payroll Update, the installation program will delete your two year old payroll (2017-18). The old programs and data files are deleted.
The program and data files have names that include the PAYE year they work with; eg. PayData-1819. Everything is stored in the folder C:\ABC6. Data is in company subfolders, eg C:\ABC6\A_DATA for company A.