

Legislation & Product Changes Guide

2016-17 Year End & 2017-18 Tax Year

Opera 3 (2.40) Opera II (7.60) Online Filing Manager (3.70) Legislation & Product Changes Guide Version 1.0



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Manual published by:

Pegasus Software Orion House Orion Way Kettering Northamptonshire NN15 6PE

www.pegasus.co.uk

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Introduction

This guide will help you understand the background and product changes for this year's payroll upgrade for the 2016-17 tax year-end and the new 2017-18 tax year.

This release includes:

- **Payrolling company car benefits**. The Full Payment Submission (FPS) in the 2017-18 tax year can include company car details if the employer wants to payroll this benefit.
- **Apprenticeship levy**. The way that the Government funds apprenticeships in England is changing in the 2017-18 tax year. Some employers will be required to pay a new apprenticeship levy. Funding for apprenticeships will also change.
- Electronic P60 formats. These have been updated, and approved by HMRC.
- Scottish income tax rates and bandwidths. The Scotland Act 2016 provides the Scottish Parliament with powers to set the income tax rates and bands that will apply to Scottish taxpayers.
- New advanced payments & deductions report (Opera 3 only). The advanced payments & deductions list is a new multi-period, multi-payment and deduction report.
- **PAYE, NI and statutory payments**. The rates, bandwidths and thresholds have been updated according to changes announced in the Autumn Statement.
- Auto enrolment thresholds. These have been updated according to the changes announced by The Pensions Regulator.

Links to general sources of information are provided. Please refer to the relevant sections in the F1 Help for details of the changes for this upgrade.

Versions	
Opera 3	2.40
Opera II	7.60
Online Filing Manager	3.70

Other guides	
Checklists guide	 Helps you understand the steps to: Upgrade your Opera 3 or Opera II, and Online Filing Manager installations Complete the year-end and file final RTI submissions Start the new tax year.
Installation guides	Instructions for installing Opera 3, Opera II, and Online Filing Manager are included in each product's Installation Guide.
All guides are published	at www.pegasus.co.uk/pegasusinfocentre.

Payrolling company car benefits

The Full Payment Submission (FPS) in the new tax year can include company car details if the employer wants to payroll this benefit. This includes details of new cars and any changes to existing cars (like elements that contribute to the value, changes in fuel benefits and so on). The cash equivalent of the benefit will also need to be added to payroll.

Employers need to register online before the start of the tax year if they want to payroll the benefit.

Effective	6 April 2017
Applies to	Employers providing company cars who want to payroll this benefit.
GOV.UK	www.gov.uk/guidance/payrolling-tax-employees-benefits-and- expenses-through-your-payroll www.gov.uk/guidance/paying-your-employees-expenses-and- benefits-through-your-payroll

Pa	vrollina	company	car	benefits	- softw	are cl	hanges
	,						

Where to record the benefit

A new form called **Company Car Benefits** is available under 'Payrolling Benefits' on the **Action** menu on these forms:

- Payroll Processing
- Personnel Processing.

The new forms are available as soon as the software is installed, and allow details for multiple cars to be recorded.

Cor	mpany Car Benefits : 1001 - Richard Godson
	have registered with HMRC to payroll car benefits. the Full Payment Submission (FPS) .
Make and model:	Renault Megane
Car registration:	AY673EE
Available from:	08/05/2017 Available to: / /
CO2 emissions (g/km):	11
No approved CO2 figure:	Free fuel
Fuel type:	D V Diesel Free fuel provided: / /
Calculated price:	15000.00 Cash equivalent fuel: 0
Cash equivalent:	15000.00 Free fuel withdrawn: / /
Make and model Renault Megane	Car registration Available from Available to CO2 emissions (g/km) Fuel type
< 2 View	QK Cancel
When to	Record the details:
record the	
benefit	 After registering online to payroll company car benefits.
	 Before sending the first FPS in the new tax year (the details are automatically included in the FPS if they are recorded).
	The details can be recorded before the start of the new tax year - but will only be included in the FPS in the new tax year.

Apprenticeship levy

The way that the Government funds apprenticeships in England is changing. Some employers will be required to pay a new apprenticeship levy. Funding for apprenticeships will also change.

Effective	6 April 20	017					
Applies to			ers with a C £3 million e		ondary NIC	s liability	and with
Levy rate	The levy	will b	e charged a	at 0.5% of tl	he annual p	bay bill.	
Levy allowance	The levy allowance is worth £1250 per month, £15,000 for each tax year.						or each
		Companies with multiple PAYE schemes must share the allowance across their schemes.					
RTI submissions		The details will be included in the Employer Payment Summary (EPS) if the levy had been due at any time during the tax year.					
Paying the levy			ld be paid ir ix, NI and st			•	
			e levy is on 6 x £3 millio			over £3 i	million
		ax mo	culated on a onth. Any ur				
	paid - ev	en tho	ly bill 'spike' ough the ev en reclaime	entual annu	ual pay bill i	is less tha	•
Example 1: an employer who would	An emplo bill of £12		vith a month	nly pay bill c	of £1m, mal	king an a	nnual pay
pay the levy	Month	Rate	Cumulative	Cumulative	Cumulative	Levy /	Levy /
	1	0.5%	Salary bill £1,000,000	levy £5,000	allowance £1,250	YTD £3,750	month £3,750
	2	0.5%	£2,000,000	£10,000	£2,500	£7,500	
٩							± 3.750
	3	0.5%	£3,000,000	£15,000	£3,750	£11,250	£3,750 £3,750

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who would not pay the levy	Month	Rate	Cumulative Salary bill	Cumulative levy	Cumulative allowance	Levy / YTD	Levy / month
levy	1	0.5%	£100,000	£500	£1,250	£0	£0
	2	0.5%	£200,000	£1,000	£2,500	£0	£0
	3	0.5%	£300,000	£1,500	£3,750	£0	£0
	and so c	n (no lev	y paid during ta	ix year).			
	Note: If	at any	point an er	mployer exp	pects to hav	ve a levy	liability
	then the	ey will l	have to repo	ort the Appr	renticeship	Levy to	HMRC.
						-	
Example 3:	An emp	oloyer v	vith a usual	monthly pa	ay bill of £20	00,000, k	out with a
•						• •	
an employer	season	al ^í spik	e' in month	4 of £500,0	$\dot{000}$ and a d	• •	
an employer with an	season	al ^í spik		4 of £500,0	$\dot{000}$ and a d	• •	
an employer with an unusual	season (£2.6m	al ['] spik for the	e' in month tax year so	4 of £500,0 o no levy is)00 and a d due):	lrop in m	onth 6
an employer with an unusual spiked' pay	season	al ^í spik	e' in month tax year sc	4 of £500,0 no levy is	000 and a d due): Cumulative	• •	
Example 3: an employer with an unusual spiked' pay bill	season (£2.6m	al ['] spik for the Rate	e' in month tax year sc Cumulative Salary bill	4 of £500,0 o no levy is Cumulative levy	000 and a d due): Cumulative allowance	lrop in m	Levy /
an employer with an unusual spiked' pay	season (£2.6m Month	al [•] spik for the Rate	e' in month tax year so Cumulative Salary bill £200,000	4 of £500,0 o no levy is Cumulative levy £1,000	000 and a d due): Cumulative allowance £1,250	Levy/ YTD £0	Levy / month £0
an employer with an unusual spiked' pay	season (£2.6m Month	al [•] spik for the Rate 0.5%	e' in month tax year so Cumulative Salary bill £200,000 £400,000	4 of £500,0 o no levy is Cumulative levy £1,000 £2,000	000 and a d due): Cumulative allowance £1,250 £2,500	Levy /	Levy /
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Apprenticeship levy - software changes

Where the
levy
allowance
and rate
are
recordedThe apprenticeship levy allowance and rate is automatically recorded
on the Payroll - Utilities - PAYE/NI/Stat. Payments form after the
Update Data Structures command is run with the option to update
rates. The allowance is set to £15,000 and the rate to 0.5%.

5				PAYE/NI/	Stat. Payn	nents			×	
Table <u>1</u> Ta	able <u>2</u>									
PAYE & Mis	c. NI E	R's NI E	E's <u>S</u> SP Other S	tat. Payments						
Weekly	Month	lv An	<	B C		Employer	н	3	> M Z	
weeky	- Morrian	·, ~						-		
223.00	-400	40 H	15.00							
107104	100	10 B	10.00							
			LEL : 2 🚔							
	ST:	3 🜲	PT : 3 韋	App	renticeship Le	evy		Employment Allov	vance	
		UEL/U	ST/AUST : 4 📮	Annual Allowance		15000.00	Limit :	3000.00		
				%:	0.	50				
				<i>7</i> 0.	0.	30				
Action -								Ōĸ	Cancel	
alcula	ted	_		command	-				-	
alcula	ted	The Pay	levy is d ment for	isplayed o m on the amount to	on the Actio	n menu	ı (and i	s include	n and on the ed in the o in the App	
	ted	The Pay outs Lev	levy is d ment for standing a	isplayed of m on the amount to n.	on the Actio	n menu	ı (and i	s include	ed in the	
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Scottish income tax

The Scotland Act 2016 provides the Scottish Parliament with powers to set the income tax rates and bands that will apply to Scottish taxpayers.

Effective	6 April 2017
Applies to	Scottish taxpayers
Affects	Income tax rates and bands on earned income for Scottish taxpayers.
	See the <u>New rates and bands for NI, PAYE and statutory</u> payments section for details.
Excludes	Income tax rates and bands on savings and dividends.
	Income tax personal allowances.
GOV.UK	www.gov.uk/scottish-rate-income-tax www.gov.uk/government/publications/the-scotland-act-2016
Scottish inco	ne tax - software changes
Emergency Tax Code, Base Rate and Tax Regulatory Limit	 For Scottish taxpayers, this is recorded on the Payroll - Utilities - Scottish Tax form. For rest of the UK taxpayers, this is recorded on the Payroll - Utilities - PAYE/NI/Stat. Payments form. Pay is calculated using either the Scottish or rest of the UK rates.
Tax code changes	These can be made on the Global Changes - Tax Code Changes form for: • Scottish taxpayers only
	Rest of the UK taxpayers only

Advanced payments & deductions list

The advanced payments & deductions list is a new multi-period, multi-payment and deduction report that improves on the existing payments & deductions List, which is a single payment or deduction report for the current pay period only.

This new advanced report can be saved as a spreadsheet so that the data can be viewed and manipulated in Microsoft Excel. The report can also assist with new gender pay gap reporting measures being introduced in 2017.

Sequence :	En	nployee	\sim		
Range					
First employ	ee :		Q		
Last employ	ee :		Q		
Report date :	28/11/2016		🖲) Exclude zero peri	-
Gender :	Both 🗸		C) Exclude zero <u>b</u> ala) Include zero valu	
	Year		leavers eriod —		
From :	Year	P	eriod		
From : To :	Year	P	eriod		
To : Payments	Year	P	eriod	ductions	
To : Payments 001 Basic	Year	P	Det 001	Ees CoPen	^
To : Payments			eriod		-
To : Payments 001 Basic 002 Overtime 003 Expenses 004 Commissio	bn		eriod Der 001 002 003 004	Ees CoPen Ers CoPen Hol Fund Loan Repay	
To : Payments 001 Basic 002 Overtime 003 Expenses	bn		eriod Der 001 002 003	Ees CoPen Ers CoPen Hol Fund	

Where the report is located	The report is on the Payroll - EOY/Special Reports menu.
Opera 3 only	The report is in Opera 3 only.
Report options	The report can be sequenced by employee, department or cost centre, or gender. You can use options to include multiple payments and deductions, one or both genders, ranges for pay periods and tax years; and to exclude employees with zero values or balances.

Gender pay gap reporting

Starting in April 2017 the government require employers with 250 or more employees to gather and publish gender pay gap information annually. First results must be published on corporate websites and sent to a government sponsored website by April 2018.

GOV.UK	www.gov.uk/government/consultations/closing-the-gender-pay- gap

New rates and bands for NI, PAYE and statutory payments

All the tax rates and bands for the 2017-18 tax year are on www.gov.uk.

NICs bands									
	Weekly	Monthly	Yearly						
LEL	113.00	490.00	5,876.00						
PT/ST	157.00	680.00	8,164.00						
UEL	866.00	3,750.00	45,000.00						

LEL = Lower Earnings Limit, PT = Primary Threshold, ST = Secondary Threshold, UEL = Upper Earnings Limit

Employer's (secondary) % NIC rates										
	Α	В	С	н	J	М	Z			
LEL to ST	0	0	0	0	0	0	0			
ST to UEL	13.8	13.8	13.8	0	13.8	0	0			
Above UEL *	13.8	13.8	13.8	13.8	13.8	13.8	13.8			

* UST (under 21) and AUST (apprentice under 25) are at the same level as the UEL. Details of NI letters are at www.gov.uk/national-insurance-rates-letters.

Employee's (primary) % NIC rates										
	Α	В	С	н	J	М	Z			
LEL to PT	0	0	0	0	0	0	0			
PT to UEL	12.0	5.85	0	12.0	2.0	12.0	2.0			
Above UEL	2.0	2.0	0	2.0	2.0	2.0	2.0			

Income tax rates and bands 2016-17 2017-18 Basic rate (20%) 0-32,000 0-33,500 Higher rate (40%) 32,001-150,000 33,501-150,000 Additional rate (45%) Over 150,000 Over 150,000

Scottish income tax rates and bands

	2016-17	2017-18
Basic rate (20%)	0-32,000	0-31,930
Higher rate (40%)	32,001-150,000	31,931-150,000
Additional rate (45%)	Over 150,000	Over 150,000

Tax allowances		
	2016-17	2017-18
Personal Allowance	11,000	11,500
Marriage Allowance (transferrable for married couples and civil partners)	1,100	1,150

Tax code increases

From 6 April 2017, the emergency tax code is 1150L.

Suffix	Change
L (basic personal allowance)	+50
M (received 10% of personal allowance from partner)	+55
N (transferred 10% of personal allowance to partner)	+45

www.gov.uk/tax-codes/letters-in-your-tax-code-what-they-mean

Statutory payments rates

SSP

From 6 April 2017, the standard weekly rate for sickness absence is £89.35 for employees with average weekly earnings of £113.00 or more.

SMP & SAP

For payment weeks starting on or after Sunday 2 April 2017, the standard rate is \pounds 140.98. For the first six weeks of payment, the amount paid to an employee is 90% of the employee's average weekly earnings (the earnings-related rate). For the remaining weeks, it will be the lesser of the standard rate of £140.98, or the earnings-related rate (90% of the employee's average weekly earnings).

SPP & ShPP

For payment weeks starting on or after Sunday 2 April 2017, the standard rate is \pounds 140.98. The weekly rate paid to an employee will be the lesser of the standard rate of \pounds 140.98 or the earnings-related rate (90% of the employee's average weekly earnings).

Small employers relief

The recovery and compensation rates for Small Employers Relief (SER) and the classification of a small business have not changed.

- Employers who qualify for SER are those with a total annual Class 1 NICs including primary (employee) and secondary (employer) liability of £45,000 or less.
- Employers who qualify for SER are allowed to recover 100% of statutory payments (SMP, SPP, ShPP and SAP) paid to their employees plus 3% compensation.
- Employers who do not qualify for SER can recover 92% of the statutory payments paid to their employees.

Employment allowance

The employment allowance is unchanged at £3000.00. <u>www.gov.uk/claim-employment-allowance</u>

Student loan thresholds

From 6 April 2017, the annual student loan thresholds are:

- Plan 1: £17,775
- Plan 2: £21,000.

New thresholds for auto enrolment

The Department for Work & Pensions (DWP) has announced the proposed annual thresholds for the 2017-18 tax year (subject to the parliamentary approval).

Pay reference period	Weekly	2 Weekly	4 Weekly	Monthly	Yearly
Lower level of qualifying earnings	113	226	452	490	5,876
Earnings trigger for automatic enrolment	192	384	768	833	10,000
Upper level of qualifying earnings	866	1,731	3,462	3,750	45,000

New rates and bands – software changes

The new rates and bands for the 2017-18 tax year are updated when you run the **Update Data Structures** command in the System Manager or the **Copy Statutory Rates** command in Payroll.

PAYE, NI and Statutory Payments form (2017-18 tax year)

🌎 PAYE	E/NI/Stat.	Payments					23
Table 1	Table	2					
PAYE	& Misc.	NI E <u>R</u> 's NI E	E's <u>S</u> SP O	ther Stat. Pay <u>m</u> ents			
Date	Table Bec	omes Effective	: 06/04/2017		First Week Number for Table :	1 🚔	
Year I	Number fo		1718		First Month Number for Table :	1 🜩	
	% Rate	Cumulative Bandwidth	PAYE % R	Cumulative ate Bandwidth	Student Loans		
1	10.00		11		Annual Threshold - Plan 1 :	17775	
2	20.00	33500	12		% Rate - Plan 1 :	9.00	
3	40.00	150000	13		Annual Threshold - Plan 2 :	21000	
4	45.00		14		% Rate - Plan 2 :	9.00	
5			15				
6			16				
7			17		PAYE		
8			18		Emergency Tax Code :	1150L	
9			19		Base Rate :	2 🌩	
10			20		Tax Regulatory Limit % :	50.00	
Actio	n 🔻					<u>O</u> K	<u>C</u> ancel

AYE & Misc.	NI ER's	NI EE's S	P	Other Sta	t. Pay <u>m</u> en	ts								
Weekly	Monthly	Annual	<	Α	В			Emplo	oyer	н	J		м	Z
			1											
113.00	490.00	5876.00	L											
157.00	680.00	8164.00	Т											
866.00	3750.00	45000.00	U	13.80	13.80	13.80					13.80			
				13.80	13.80	13.80				13.80	13.80		13.80	13.80
	ST : 3		EL: vт:	2 🌩 3 🌩		Appre	nticeship	Levy			Employ	ment Allow	ance	
		UEL/UST/AUS	т:	4	Annual A % :	llowance		15000	0.00	Limit :		3000.00		
		•	и:	3 🜲	Annual A		nticeship	-	0.00	Limit :			ance	

PAYE/NI/S		ts											Σ
PAYE & Misc	. NI E <u>R</u> 's	NI EE's	P	Other Stat	t. Pay <u>m</u> en	ts							
Weekly	Monthly	Annual	4	<a< td=""><td>В</td><td></td><td> Emplo</td><td>oyee</td><td>н</td><td>J</td><td></td><td>м</td><td>> Z</td></a<>	В		 Emplo	oyee	н	J		м	> Z
113.00	490.00	5876.00	L										
157.00	680.00	8164.00	-										
866.00	3750.00	45000.00	U	12.00	5.85				12.00	2.00		12.00	2.00
				2.00	2.00				2.00	2.00		2.00	2.00
Action -] 2										Ōĸ		<u>C</u> ancel
PAYE/NI/S	tat Paymen	ts	_										٤

AYE & Misc. NI	LE <u>R</u> S NI <u>E</u> ES	SSP Other Stat. Payr	nents		
	Rate	Range			
0		113.00	Waiting Days :	3	
1	89.35		Days to make PIW :	4	
2			PIW Link Period Days :	56	
3			Maximum SSP Weeks :	28	
4			Warning Week No. :	23	
5			Max PIW Link Years :	3	
6			Relevant Period :	8	
7					
8					
9					

YE & Misc. NI ER's NI EE's	SSP Oth	er Stat. Payments					
	S	MP		SPP			
Earnings Related % Rate :	90.00	Weeks For Maternity Pay Period :	39	Earnings Related % Rate :	90.00		
Standard Rate : 140.98		Weeks for Earliest MPP Start :	11	Standard Rate :	140.98		
Max Wks for Earn Rel % Rate : 6		Weeks for Medical Evidence :	20	Weeks For Paternity Pay Period :	2		
Max Wks for Standard Amount :	33	Qualifying Weeks :	15	Time Limit Days :	56		
Reclaim Percentage Regular : 92.00		Weeks for Continuous Employment :	26	Employee Notification Days :	28		
NIC Compensation % Regular :	0.00	Pregnancy End Weeks :	16	SAP			
Redaim Percentage SER :	100.00	Pregnancy Related Illness Weeks :	4	Earnings Related % Rate :	90.00		
NIC Compensation % SER :	3.00	Employee Notification Days :	28	Standard Rate :	140.98		
se Minimum Value :		Relevant Period :	8	Weeks for Adoption Pay Period :	39		
Any Day MPP Start :	\checkmark			Weeks for Earliest APP Start :	2		
ShPP							
Earnings Related % Rate :	90.00						
Standard Rate :	140.98						

Scottish tax rates and bands form (2017-18 tax year)

🚺 Sco	ottish Tax								8				
Table	Table 1 Table 2												
Date	Date Table Becomes Effective : 06/04/2017 ,,, First Week Number for Table : 1												
Year	Year Number for Table : 1718 First Month Number for Table : 1												
<	<>												
	% Rate	Cumulative Bandwidth		% Rate	Cumulative Bandwidth								
1	10.00		11										
2	20.00	31930	12										
3	40.00	150000	13										
4	45.00		14										
5			15										
6			16										
7			17				PAYE						
8			18				ncy Tax Code :	1150L					
9			19			Base Ra		2 🜩					
10			20			Tax Reg	gulatory Limit % :	50.00					
2	OK Cancel												