

How to Update Values for Use From July 2022

Please note, these instructions can be run at any time, but should be done before 6th July 2022. Ideally, they should be done as soon as possible.

If you have company directors on your payroll, then you will need to upgrade your software to a new version. As part of the upgrade, the values mentioned here will be updated, so you will not need to follow these instructions.

If you do not have company directors on your payroll, then follow these instructions to update the NI Tables in Opera to cater for the change.

You will need to make this change in each payroll company.

Go into Payroll → Utilities → PAYE/NI/Stat. Payments

There are two main tabs: "Table 1" and "Table 2"

In Table 1, the "Date Table Becomes Effective" should say "06/04/2021"

In Table 2, the "Date Table Becomes Effective" should say "06/04/2022"

If this is not the case, please call Quad.

Click the "Action" button and choose "Add"

Update the following on the PAYE & MISC tab of "Table 2"

- Date Table Becomes Effective = 06/07/2022
- First Week Number for Table = 14
- First Month Number for Table = 4

Table 2

PAYE & Misc. NI ER's NI EE's SSP Other Stat. Payments

Date Table Becomes Effective : 06/07/2022

Year Number for Table : 2223

First Week Number for Table : 14

First Month Number for Table : 4

Use national minimum and living wage age bands planned for 01/04/2021

PAYE		PAYE	
% Rate	Cumulative Bandwidth	% Rate	Cumulative Bandwidth
1	10.00	11	
2	20.00	12	37700
3	40.00	13	150000
4	45.00	14	
5		15	
6		16	
7		17	
8		18	
9		19	
10		20	

Student Loans

Annual Threshold - Plan 1 : 20195

% Rate - Plan 1 : 9.00

Annual Threshold - Plan 2 : 27295

% Rate - Plan 2 : 9.00

Annual Threshold - Plan 4 : 25375

% Rate - Plan 4 : 9.00

Postgraduate Loans

Annual Threshold : 21000

% Rate : 6.00

PAYE

Emergency Tax Code : 1257L

Base Rate : 2

Tax Regulatory Limit % : 50.00

Click on the "NI ER's" tab (of Table 2)

Update the Weekly, Monthly and Annual amounts of row "P". You should update them (in this order) to the following

- Weekly = 242.00
- Monthly = 1048.00
- Annual = 12570.00

Table 2

PAYE & Misc. NI ER's NI EE's SSP Other Stat. Payments

Weekly	Monthly	Annual	Employer	A	B	C	F	H	I	J	L	M	S	V	Z
123.00	533.00	6396.00	L												
175.00	758.00	9100.00	S												
242.00	1048.00	12570.00	P	15.05	15.05	15.05				15.05					
481.00	2083.00	25000.00	F	15.05	15.05	15.05				15.05					
967.00	4189.00	50270.00	U	15.05	15.05	15.05	15.05			15.05	15.05	15.05		15.05	
				15.05	15.05	15.05	15.05	15.05	15.05	15.05	15.05	15.05	15.05	15.05	15.05

Apprenticeship Levy

Annual Allowance : 15000.00

Override the Allowance 0.00

% : 0.50

Employment Allowance

Annual Allowance : 5000.00

Override the Allowance 0.00

ER NICs Limit : 100000.00

LEL : 2

ST : 3

PT : 4

FUST : 5

UCL/JST/AUST/VUST : 6

Class 1A NICs % Rate : 15.05

Check that the "Table 1" tab for "PAYE & Misc." and "NI ER's" look like the following

The screenshot shows the 'PAYE/NI/Stat. Payments' window with the 'Table 1' tab selected. The 'PAYE & Misc.' and 'NI ER's' sub-tabs are active. The 'Date Table Becomes Effective' is set to 06/04/2022, and the 'Year Number for Table' is 2223. The 'First Week Number for Table' and 'First Month Number for Table' are both set to 1. A checkbox is checked for 'Use national minimum and living wage age bands planned for 01/04/2021'. The 'Student Loans' section includes fields for 'Annual Threshold - Plan 1' (20195), '% Rate - Plan 1' (9.00), 'Annual Threshold - Plan 2' (27295), '% Rate - Plan 2' (9.00), 'Annual Threshold - Plan 4' (25375), and '% Rate - Plan 4' (9.00). The 'Postgraduate Loans' section includes 'Annual Threshold' (21000) and '% Rate' (6.00). The 'PAYE' section includes 'Emergency Tax Code' (1257L), 'Base Rate' (2), and 'Tax Regulatory Limit %' (50.00). A table with 10 rows and 4 columns is visible, with the first row containing values 1, 10.00, 37700, and 11. The bottom of the window has an 'Action' dropdown, a help icon, and 'OK' and 'Cancel' buttons.

The screenshot shows the 'PAYE/NI/Stat. Payments' window with the 'Table 1' tab selected. The 'PAYE & Misc.' and 'NI ER's' sub-tabs are active. The 'Weekly', 'Monthly', and 'Annual' columns are visible. The 'Employer' section is a grid with columns A through Z. The 'Apprenticeship Levy' section includes 'Annual Allowance' (15000.00), 'Override the Allowance' (0.00), and '%' (0.50). The 'Employment Allowance' section includes 'Annual Allowance' (5000.00), 'Override the Allowance' (0.00), and 'ER NICs Limit' (100000.00). The bottom of the window has an 'Action' dropdown, a help icon, and 'OK' and 'Cancel' buttons.

Now click the "OK" button to exit the screen.

Remember that you MUST do this in each payroll company.

Please also check that the Apprenticeship Levy and Employment Allowance are correct