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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.

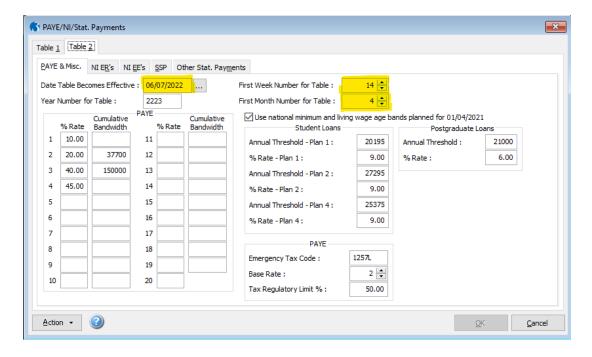
You will need to make this change in each payroll company.

Go into Payroll \rightarrow Utilities \rightarrow 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"

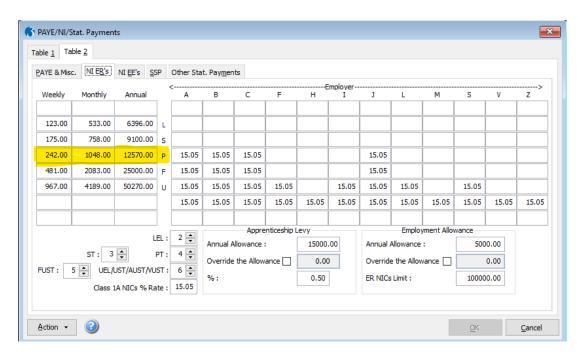
- Date Table Becomes Effective = 06/07/2022
- First Week Number for Table = 14
- First Month Number for Table = 4



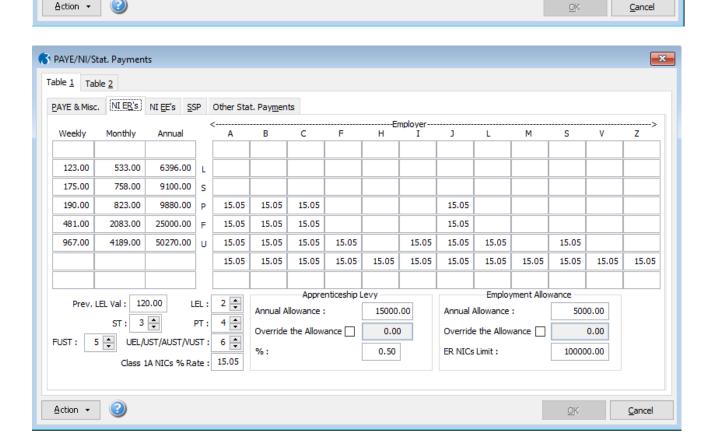
Click on the "NI ER's" tab (of Table 2)

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



Check that the "Table 1" tab for "PAYE & Misc." and "NI ER's" look like the following ♠ PAYE/NI/Stat. Payments Table 1 Table 2 PAYE & Misc. NI ER's NI EE's SSP Other Stat. Payments Date Table Becomes Effective: 06/04/2022 First Week Number for Table: 1 🚔 Year Number for Table : First Month Number for Table: 1 🚔 ☑ Use national minimum and living wage age bands planned for 01/04/2021 Cumulative Cumulative % Rate % Rate Student Loans Bandwidth Bandwidth Postgraduate Loans 1 10.00 11 21000 Annual Threshold - Plan 1: 20195 Annual Threshold: 2 20.00 37700 12 % Rate - Plan 1: 9.00 % Rate: 6.00 3 40.00 150000 13 Annual Threshold - Plan 2: 27295 45.00 14 % Rate - Plan 2: 9.00 5 15 Annual Threshold - Plan 4: 25375 6 16 % Rate - Plan 4: 9.00 17 PAYE 8 18 1257L Emergency Tax Code: 9 19 2 💠 Base Rate: 10 20 Tax Regulatory Limit %: 50.00



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