How to Update Values for Use From November 2022

Please note, these instructions can be run at any time, but should be done before 6th November 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.
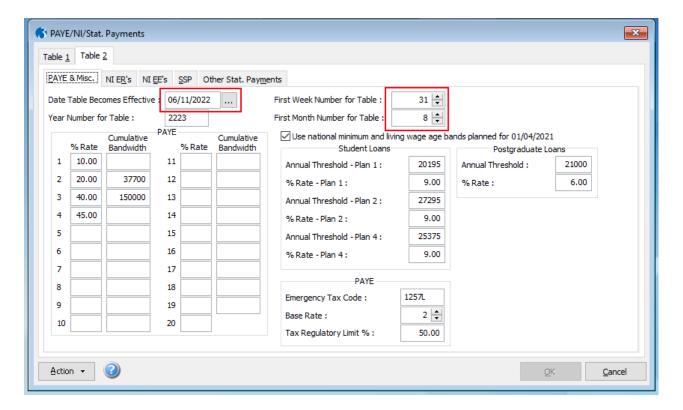
You will need to make this change in each payroll company.

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 "06/04/2022"
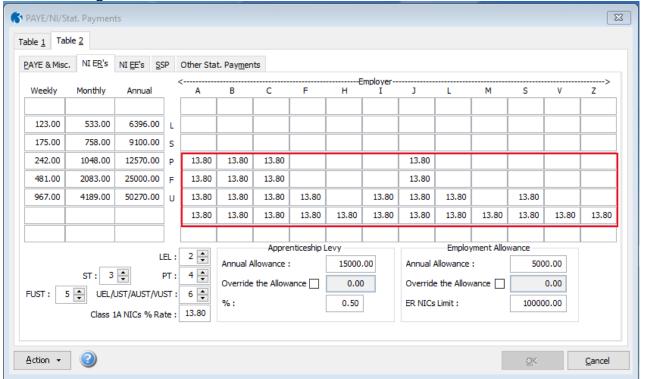In Table 2, the "Date Table Becomes Effective" should say "06/07/2022"

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 = 06/11/2022
- First Week Number for Table = 31
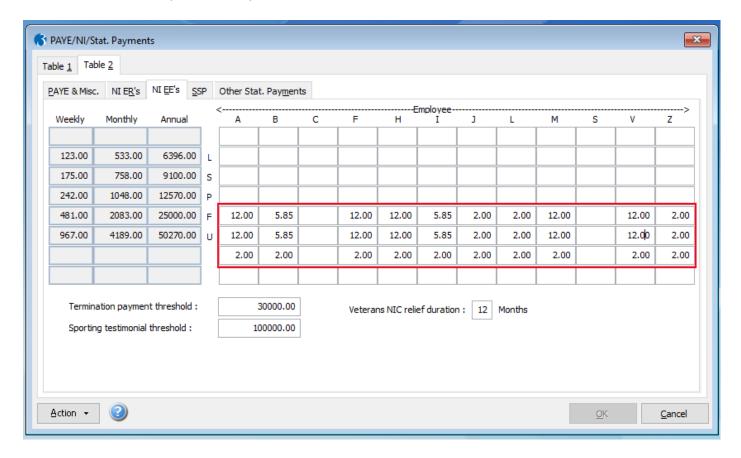- First Month Number for Table = 8

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

- Change the values below:

On the NI EE's Tab (of Table 2)

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