

Update the new employment allowance setting for 6 April 2022

Opera 3 SQL SE, Opera 3 and Opera 3 SQL

Go to Payroll --> Utilities --> PAYE/NI/Stat. Payments (TABLE 2)

Ensure the latest statutory rates have already been deployed into the Opera 3 company, whereby Table 2 is effective from 06/04/2022:

The screenshot shows the 'PAYE/NI/Stat. Payments' window with 'Table 2' selected. The 'Date Table Becomes Effective' is set to '06/04/2022'. The 'Year Number for Table' is '2223'. The 'First Week Number for Table' is '1' and the 'First Month Number for Table' is '1'. The 'PAYE & Misc.' tab is active.

If the correct statutory rates have not yet been deployed, then please do so by using Payroll – Utilities – Copy Statutory Rates and set the rates to the system default.

The employment allowance effective from 6 April 2022 will currently be set to £4000:

The screenshot shows the 'PAYE/NI/Stat. Payments' window with 'Table 2' selected. The 'Employment Allowance' field is highlighted in yellow, showing an 'Annual Allowance' of '4000.00'. The 'Apprenticeship Levy' field is also visible, showing an 'Annual Allowance' of '15000.00'.

Amend the annual allowance field for Table 2, and change its value to £5000; then click *OK* to save the change:

The screenshot shows the 'PAYE/NI/Stat. Payments' window with 'Table 2' selected. The 'Employment Allowance' field is highlighted in yellow, showing an 'Annual Allowance' of '5000.00'. The 'Apprenticeship Levy' field is also visible, showing an 'Annual Allowance' of '15000.00'. The 'OK' button is highlighted in yellow.

The employment allowance has now been updated and is ready to apply for the 2022/23 tax year.

Repeat the above for each Opera 3 company (including those of any additional systems).