

Greentree Procedure; Payroll End of Year

Wednesday, 09 March 2016

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Summarised End of Year Procedures

1. Complete the Payroll as you normally would, including:
 - i. Create Payments
 - ii. Make BACS (etc.) payments for all Pay Groups, covering the last pay period for the 2015-2016 tax year.
 - iii. Print any reports you normally would, such as Payslips, Pay Summary, etc.
 - iv. Submit the **FPS** for all Pay Groups as normal but **DO NOT** select them as the final one.

--- This is the end of the 'normal' process ---

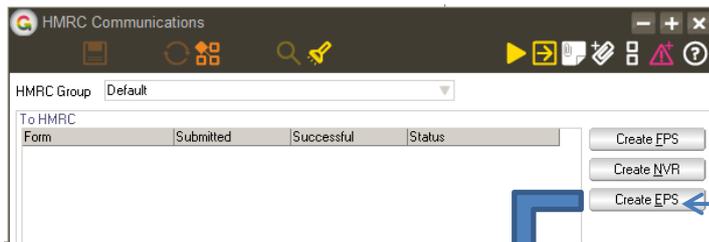
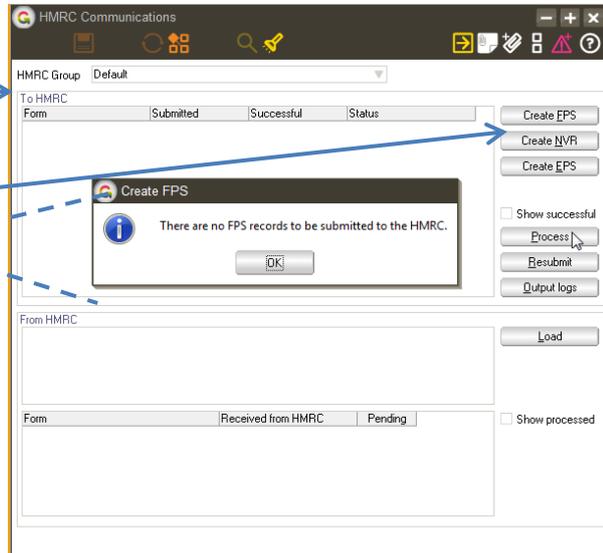
2. Submit the **EPS** with Final Submission section completed. (Refer [EPS section](#) below)
3. Move HR Payroll calendar/s into the new tax year. (Refer [Set the correct Tax Year](#) below)
4. ABC will import the new year's Tax Rates before the year starts.
5. Print and send the **P60 End of Year Certificates** to employees by 31 May 2016. (Refer [P60's section](#) below)

Final EPS Completion

1 Open HMRC Communications. **HR > Payroll > HMRC Communications**

2 From the **HMRC Group** drop down menu, select the Pay Group

- Click on the **Create FPS** button to confirm no pays are found
- Repeat for every Pay Group



3 Click onto the **Create EPS** button

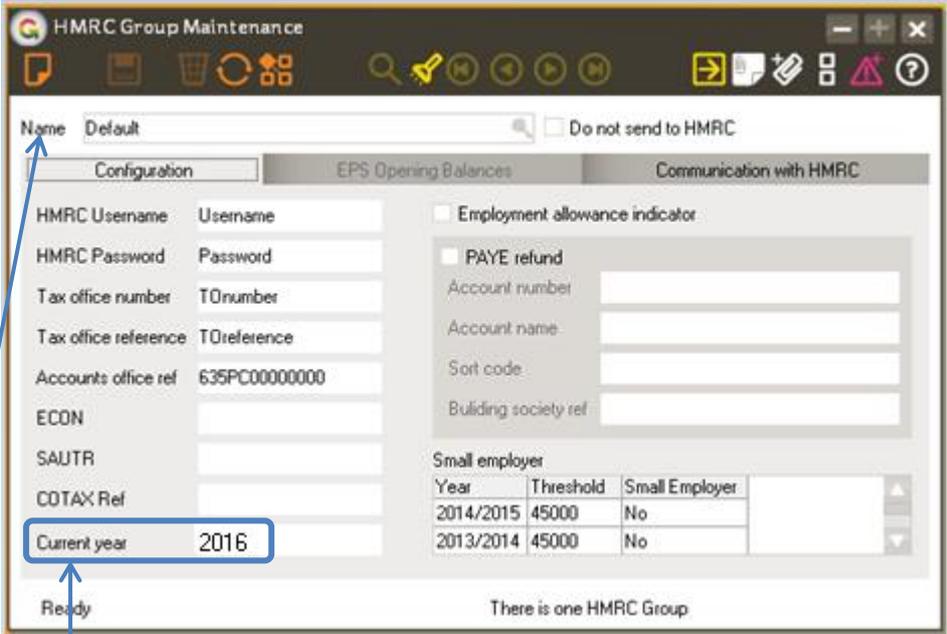
A new window will open

4 Ensure the **Final submission** tick box is **ticked** and answer the standard P35 declaration questions below.

5 Once complete click **Submit**

Note; Recoverable amounts are entered as part of each normal monthly process so there is no specific additional requirement for this during the end of year Final submission process **except to reconcile the year end figures** and make sure they are correct.

6 Open HMRC Group Maintenance. **HR > System > Payroll > HMRC Group Maintenance**



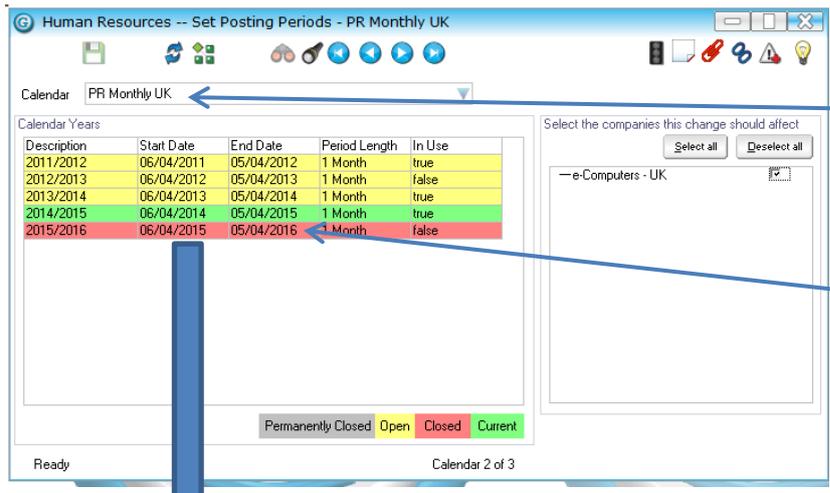
7 From the **Name** drop down menu, select each Pay Group and ensure that the **Current Year** field has been updated to the new year (i.e. 2017)

Set the correct tax year

To set the correct Pay year, for each Pay Group:

- Set the Last Open Period
- Set the Current Period
- Set the First Open Period

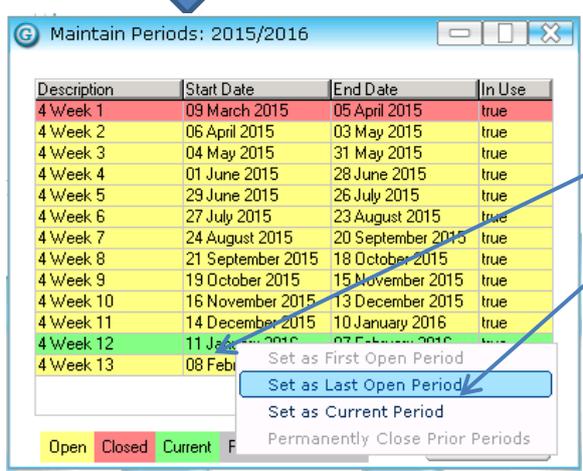
1 Open HR Posting Period Maintenance. **HR > System > Payroll > Posting Period Maintenance**



2 First, set the Last Open Period in the new tax year; from the **Calendar** drop down, select the **Pay Group**

3 Double click onto the year to open it

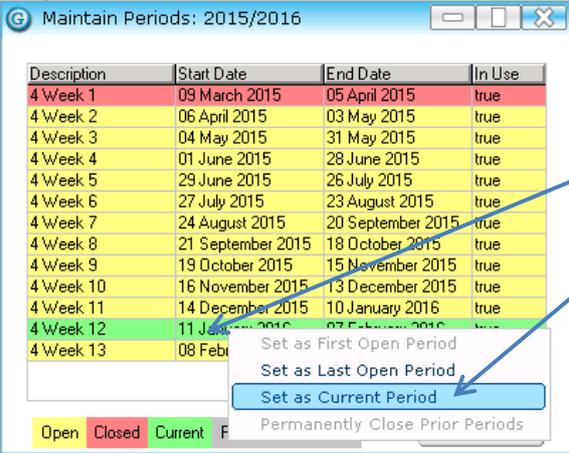
A new window will open



4 Complete:

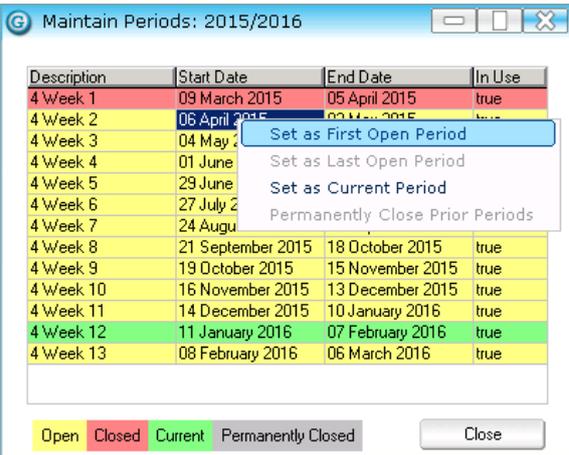
- Right click onto the month you want to set as the Last Open period
- From the menu that appears, select **Set as Last Open Period**
- **Close**

All periods after the Last Open period will be closed



5 Next, set the new Current Period:

- Re-open the year (refer to Step 3)
- Right click onto the month you want to set as the Current Period
- From the menu that appears, select **Set as Current Period**
- **Close**



6 Next, set the new First Open Period:

- Re-open the year (refer to Step 3)
- Right click onto the month you want to set as the First Open Period
- From the menu that appears, select **Set as First Open Period**
- **Close**

This will close all periods prior to the First Open Period

Repeat these steps for all Pay Groups

P60 End of Year Certificates

P60's for the tax year 2015/2016 must be sent to the employee before 31 May 2016

1 Open P60 End of Year Certificate Report. **HR > Payroll > Reports > P60 End of Year Certificates**

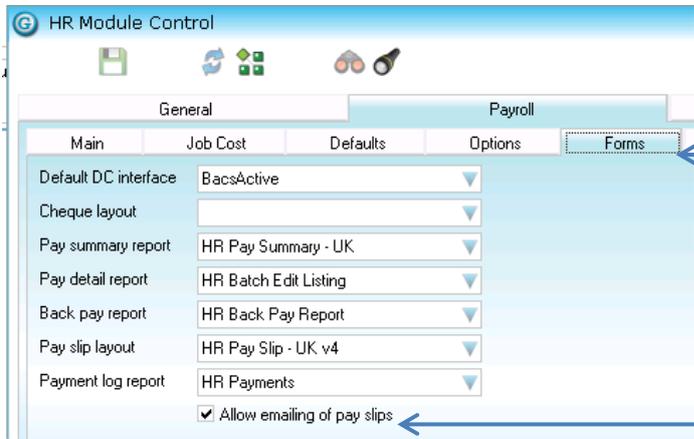
2 Complete:

- The group you wish to process (e.g. by Pay Group, or by a range of Employees)
 - **The Year End 5 April** from the drop down menu
 - Select **Distributed electronically** if you intend to email P60's to your employees
 - **Output Report to** preference; this will determine where the P60's are sent to; see [Emailing P60's to employees](#) section for details
 - **Preview, Print or Save Selection**
 - No HMRC P60 template is required as Greentree prints the full form

If using the **Auto fax/email/print** option, be sure to select the correct printer to be used for P60's, for those employees who do not have email / fax set up as their option

Emailing P60's to employees

- 1 Open HR Module Control. **HR > System > Module Control**

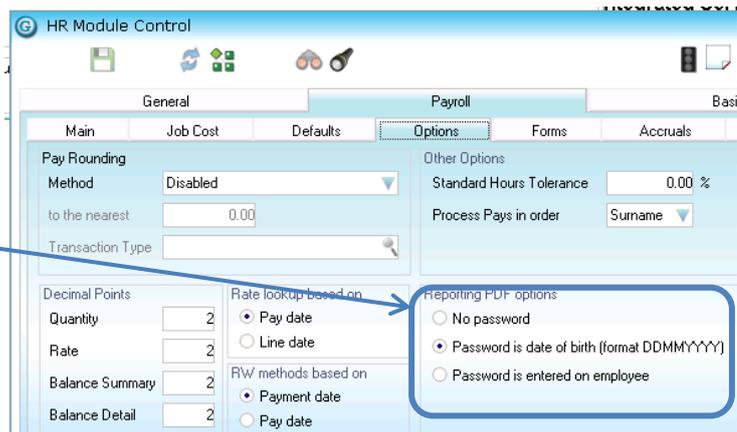


The screenshot shows the 'HR Module Control' window with the 'Payroll' tab selected and the 'Forms' sub-tab active. The 'Forms' sub-tab contains several dropdown menus for reports and a checkbox for 'Allow emailing of pay slips'. An arrow points to the 'Forms' sub-tab with the instruction '2 Go to the Payroll tab > Forms tab'. Another arrow points to the 'Allow emailing of pay slips' checkbox with the instruction '3 Tick Allow emailing of payslips'.

- 4 Go to the **Options** tab to set employee password options:

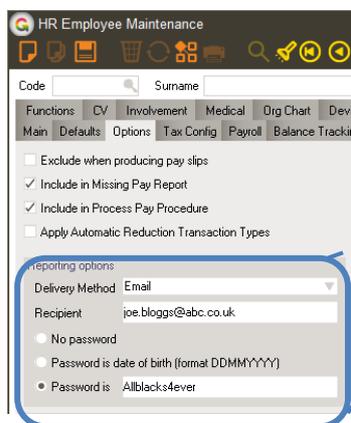
- Choose your preferred option from the **Reporting PDF options** section

These can be overridden at individual employee level – see step 6 for details



The screenshot shows the 'HR Module Control' window with the 'Payroll' tab selected and the 'Options' sub-tab active. The 'Options' sub-tab contains several sections: 'Pay Rounding', 'Decimal Points', 'Rate lookup based on', 'RW methods based on', and 'Reporting PDF options'. The 'Reporting PDF options' section is highlighted with a blue box and contains three radio button options: 'No password', 'Password is date of birth (format DDMMYYYY)', and 'Password is entered on employee'. An arrow points from the text 'These can be overridden at individual employee level – see step 6 for details' to the 'Reporting PDF options' section.

- 5 Open HR Employee Maintenance. **HR > Employee Maintenance**



The screenshot shows the 'HR Employee Maintenance' window with the 'Options' sub-tab active. The 'Reporting options' section is highlighted with a blue box and contains a 'Delivery Method' dropdown menu, a 'Recipient' text field, and three radio button options: 'No password', 'Password is date of birth (format DDMMYYYY)', and 'Password is' followed by a text field containing 'Allblack4ever'. An arrow points from the text '6 From the Options tab, go to the Reporting options section:' to the 'Reporting options' section.

- 6 From the **Options** tab, go to the **Reporting options** section:
 - Select the **Delivery Method** from the drop down menu
 - Enter the employees email address in the **Recipient** field
 - Select whether a password is required and if so, what it is.

This set up will automatically distribute P60's and Pay Slips according to the employee's preferences when using the **Auto fax/email/print** option; if none are established, the forms will be sent to the printer you select at the time of creating them.