

Minimum wage in Superpay

1. Summary

Superpay can automatically generate the right minimum wage rate for an employee based on their age and apprenticeship status. You must be running Superpay version 4.11.24 or later to use this.

To use it you set up a pay item with a rate set to 'MW' rather than a number. For example, a Superpay pay item for a 20-year-old on minimum wage (in the 2019-20 tax year) could be:

Hours @ 6.15

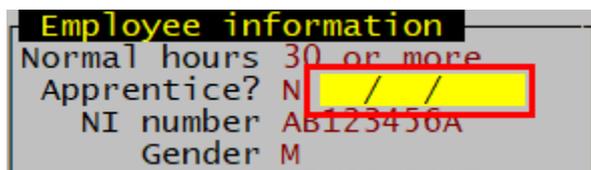
If instead you enter this as:

Hours @ MW

Superpay will automatically change this to the correct rate for the run date, his age, and whether he's an apprentice. So, while he's 20 it would be 6.15, after his next birthday it would be 7.70. (The 'MW' part can be upper or lower case.)

2. Employee record

To support this there is one new field in the employee record. Just after the yes/no for the 'Apprentice?' question on the first employee record screen a new date field has been added.



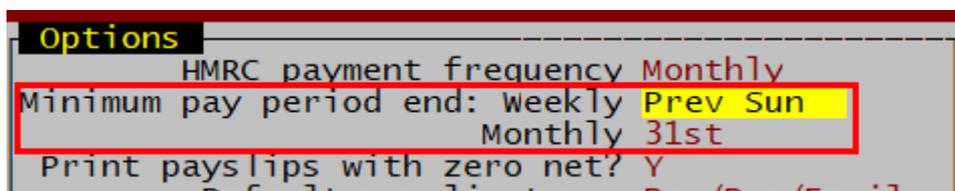
Employee information
Normal hours 30 or more
Apprentice? N / /
NI number AB123456A
Gender M

You only need to fill this in when the employee is an apprentice and their apprenticeship started later than their employment start date. Superpay needs this information because apprentices aged 19 or older get the apprentice rate during the first year of their apprenticeship.

If you do not fill this date in for an apprentice Superpay will assume their apprenticeship started at the same time as their employment.

3. Company record

The date used to calculate the rate of minimum pay is the start date of the earnings period being paid. On screen two of the company record we have two new questions where you can enter the end date of the weekly and monthly earnings periods.



Options
HMRC payment frequency Monthly
Minimum pay period end: Weekly Prev Sun
Monthly 31st
Print payslips with zero net? Y

By default, these are set to the pay reference periods you have set up for automatic enrolment.

3. Conversion of existing rates

For some time you've been able to update minimum wage rates using an option available by pressing F2 on the company record. If you do that now it will convert existing pay items to the new 'MW' syntax. It looks for pay items with rates that match one of the minimum wage bands for the year you're in and converts them. This will convert any pay item rate set to any of the current minimum wage rates, which may include items that are incidentally the same rate but not actually minimum wage related.