
6th Apr 10 SUPERPAY 3.23 update

These notes are for the SUPERPAY 3.23.xx update (where xx is 01, 02 etc). You do not need to wait until 6th April to update your SUPERPAY since all 3.23 versions run 2009/10 payrolls and year end as well as 2010/11 payrolls.

Installation instructions

The installation is exactly the same as previous updates.

1. Check your SUPERPAY program location; i.e. open up SUPERPAY and press ALT-F10. The line which starts PROGRAM: shows where your SUPERPAY program is stored. e.g. C:\SUPERPAY. Write down the location **exactly** as it is displayed.
2. Press ESC to end SUPERPAY and check that there is no minimised version of SUPERPAY on your task bar. If you use a network, you must **not** update SUPERPAY if someone else is using it.
3. Go to the DOWNLOADS page of SUPERPAY's website and click on the
Download Version 3.23.xx
link. Follow the on-screen instructions until you click on Finish.
4. To check that the update was successful load SUPERPAY in the usual way. Check that the version on the bottom of the opening logo screen is now:

Version 3.23.xx 6 Apr 2010

where xx is 01,02 etc. If **3.23** is not displayed, you have entered an incorrect folder name during the update. If this happens, go back to Step 1 and re-do the update – paying particular attention to the folder name.

5. If SUPERPAY is open when you try to update it, the installation fails. If this happens, click on Abort on the Error Message. Then go back to your desktop and close the original SUPERPAY (which is either on your PC or open somewhere else on the Network). Then start the update again. If you don't do a complete install, the next time you click on SUPERPAY's desktop icon nothing will happen. The only remedy if this occurs is to start the update

6th Apr 10 SUPERPAY 3.23 update

again and complete the install; i.e. Abort does not take you back to your starting position.

Licence number

After the update, the next time you run SUPERPAY, an 'Old Licence' screen pops up. Press F10, enter the 2010/11 Licence number which is printed on the enclosed Despatch Note (and was also printed on your Maintenance Tax Paid Invoice). If you do not have the 2010/11 Licence to hand, press ESC to ignore the message. You do not need to enter a new Licence until you enter a date on or after 06/04/10.

Tax and National Insurance

1. There is **no** global tax code update at 6th April.
2. There are new tax bands and a new 50% tax rate.
3. From 6th April, tax code D0 can be cumulative or Week 1. Existing D0 codes will display as D0W1 for 2009/10. These existing codes will then change to cumulative for 2010/11 when you 'Create next year's files'. (All Week 1 codes change to cumulative at 6th April.)
4. A new tax code D1 or D1W1 for 50% tax can be entered in 2010/11.
5. There are new NI bands (e.g. the new weekly Lower Earnings Limit increases from £95 to £97).
6. There are no changes to the NI rates.

SMP and SSP

1. The SMP standard weekly rate increases on 4th Apr 2010 from £123.06 to £124.88.
2. The SSP rate does not change in the new tax year.

Women's C code NI

For a woman reaching 60 during 2010/11, her NI code no longer changes on her 60th birthday. The date her code changes to C (i.e. no employee NI) is on a sliding scale and now depends on her date of birth. So, it is important to check the employee's Age Exemption Certificate before moving her NI code to C.

If the employee does not have this Certificate, you need to see either her passport or birth certificate as evidence of her date of birth. Then check her exact State Pension entitlement age on www.direct.gov.uk (Type 'changes State Pension age' in the search box on the top of the home page.) The date of her State Pension entitlement is the date her NI code changes.

These new rules do not affect women who reach 60 before 6th April.

End of year filing

All companies now need to file their end of year returns online. The 2010 Year end online filing module is available as a download from SUPERPAY's website. The download creates a 2010 icon on your desktop and works in exactly the same way as last year's program.

Inyear filing

If you have more than 50 employees, from January 2010 you have to file your inyear forms online e.g. P45's and P46's. If you are using the Revenue's site to file these forms online you may wish to use SUPERPAY's Inyear filing module instead. You can contact our hotline (0161 832 4761) if you would like help to get the module up and running. The feedback that we have had so far is that this module saves bureaus and large companies a lot of time and is very easy to use.

Week 53

Only payrolls with a Monday pay day have a Week 53 this year. When you enter 5/04/10 as the pay day, SUPERPAY automatically follows the special PAYE rules for Week 53 payrolls. (2 weekly and 4 weekly payrolls with a 5th April pay day have a Week 54 or Week 56 payroll.)

This year 5th April is a Bank holiday, so you may pay Monday's wages on Tuesday 6th. If you do this, you must still enter the pay day in SUPERPAY as Monday 5th and run a Week 53. If you run a Tuesday payroll you would not be able to run the next week's wages as a Monday payroll since you cannot run a second weekly payroll within the same tax week.

2010 Easter holidays

Easter Sunday is 4th April so there will be many weekly paid employees who have holidays around the tax year end. You cannot use the Holiday (F3) prompt to advance the tax week into Week 53 or into the next tax year. If a weekly paid employee has a pay interval which includes Week 52 **and** Week 53/Week 1, you need to process two payslips for that employee, one for Week 52 and one for Week 53 or Week 1.

6th Apr 10 SUPERPAY 3.23 update

P60's

There are no paper P14's this year since even small companies must now file year end returns online. Order your forms from the HMRC orderline and enter the form type in SUPERPAY's, UTILITIES, SYSTEM DETAILS screen. There are six P60 options in the P14 box.

1. Laser P14 – For HMRC P60(LaserSheet-Portrait)(2009-2010) or P60(Laser-Sheet-Landscape)(2009-2010). These forms are equivalent to the 3rd page of the old 3 part P14/P60 forms.
2. Continuous P14's – For the back copy of the 3 part HMRC P14 (Continuous-Portrait)(2009-10). These forms are no longer available from the Revenue online orderline. However, they were available online up until January for in-year cessations and may still be available if you telephone the orderline directly (08457 646646). This form is useful for companies who want a paper copy of what they are sending online to the Revenue. SUPERPAY supports Portrait format only.
This option is also for SUPERPAY's Mailer continuous P60's.
3. Esc/P2 – No longer used.
4. Laser P60 – For HMRC P60(2009-2010) – Certificate of Pay. For manual completion or with a Laser Printer. This form has fewer boxes than option 1 and is easier to line up. Portrait format only.
5. Cont.P60 – For single part HMRC P60 (Continuous)(2009-10) forms. Portrait format only.
6. HS P60 – For SUPERPAY's Heat Seal Laser security P60. This option is not currently supported but there will be an update on our website for these forms soon.

When you have entered which form type you are using on the System Details screen, go back to Year End and choose Option 4, Print P60's and print a sample to check the form alignment. If needed, then go back to the System Details screen and enter the Offset vertical and horizontal fields. Repeat this until you get the alignment correct.

Note: The P60 option does not include deleted employees. If you want P60's for everyone, choose Print P14's. However, you must have the corresponding forms – Forms 1 or 2 above which are a different format from options 4, 5 and 6. Also, it is important that you do not give a P60 form to a leaver. If a leaver asks for a Statement of Earnings, you must not give them a real P60 form.