

# **TECHNICAL BULLETIN FROM GLOBAL BUSINESS SYSTEMS**

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## **Payroll V6.3 Update**

This bulletin covers issues which have arisen since the release of Global Payroll V6.3.

For PR6.3 it was decided that there should be validation to prevent the entry of a payslip date in Set Leavers which was later than the date of leaving. We have now been informed by the Department of Social Security that although printing a final payslip dated after the employee has left may affect that employee's entitlement to benefit, there is no formal requirement to prevent this. We have therefore decided to remove this validation. The program amendment is available as zap PR-63-20.

In response to an error reported under Global Payroll V6.2, users were prevented from amending P45 Gross and P45 Tax figures after the first period end for any employee, unless these figures were being set up for the first time. Following further investigation we have moderated this validation to issue a warning ("These figures should only be changed on receipt of a P6(T)") but to allow free amendment of P45 Gross and P45 Tax. Following discussions with the Inland Revenue we issue the following advice on entry of P45 Gross and P45 Tax. This is for guidance only: if you have any remaining queries please take them up with your local tax office.

- If P45 figures are keyed wrongly because the P45 itself is wrong, the new employer should notify the Inland Revenue using field 12 on part 3 of the P45, whereupon the Inland Revenue will check with the old employer and issue a P6(T) if required.
- If P45 figures are mis-keyed by the new employer the employer may correct the situation themselves. It is anticipated that this will be accomplished by a temporary adjustment of the employee's tax code, rather than by changing the P45 figures.
- If a change in an employee's circumstances leads to a permanent change in his or her tax code, a P6(T) will be issued by the Inland Revenue.
- Receipt of a P6(T) can be taken as authority to pay a tax refund to the (new) employee for whom it has been calculated. If a tax refund is generated for an existing employee, it can be paid by the employer without application to the Inland Revenue for this authorisation. The authorisation requirement (form P47) is due to be scrapped with effect from 6th April 1996.

Global Payroll Autopostings V6.2 needs no amendment to interface with

Global Payroll V6.3 other than ensuring that the sending system generates a file header with the version number set to 6.3.