

BULLETIN NUMBER GT856, 12 FEBRUARY 1998

Global Payroll End of Year April 1998

This bulletin announces the legislative changes to Global Payroll version 6.4 that will be released for the new Tax year 1998–99. It also provides information on the preparation required for the end of the 1997–98 Tax year.

CHANGES TO GLOBAL PAYROLL FOR 1998–99

- 1) The End-of-year file (EYF) has been extended to include the date of joining for employees joining during the year and Pension scheme contacted-out certificate numbers.
- 2) *New P14/P60 OCR forms.* The new A4 size forms are required for all returns after the 6th April 1998. We support two of the three variants of the form supplied by the DSS:
 - P14/P60(OCR)(Laser-Sheet) – a form made up of three separate sheets suitable for completion using desk-top laser printers.
 - P14/P60(Cont.)(OCR) – a three part NCR continuous stationery form suitable for completion using impact printers.

The information on the forms is the same as the previous format with the following exceptions:

- a date of joining for employees who started in the last Tax year has been added.
 - the pension scheme Contacted-out certificate number is now placed against the related National Insurance contribution details.
- 3) *New format for the DSS End-of-year submissions.* The data format has been changed to reflect the modifications to the P14/P60 forms.
 - 4) *An extension to the court order deductions.* These changes reflect the current legislation and now allow the majority of court orders to be run automatically rather than through manual deductions.

SCHEDULE FOR RELEASE OF THE SOFTWARE

The changes are scheduled to complete quality control on the 16th March.

This includes an internal test and an external test using the IDPM Software Evaluation Service. The release will be delayed until the 19th March so that any immediate changes from the Budget on the 17th March may be reviewed and incorporated if appropriate.

FORMAT OF THE RELEASE

The changes will be issued as Autozaps which will initially be available on the Bulletin-board and then later placed on an Autozap run. If Resellers wish they may order a regeneration of Global Payroll, containing the Autozaps, at the special discount re-order price of £25 (expires 31st March 1998). We strongly recommend that the regeneration option is taken as this ensures your customers are fully zapped up to date. If required you may have the regenerated software shipped directly to your customer.

All orders received before the 19th March that require the 1998-99 changes documented above must be clearly marked "INCLUDE 98 CHANGES" in section 3 of the order form. These orders will be given priority for despatch once our generation masters are updated. All orders received after the 19th March will automatically include 1998-99 changes.

The one-day turnaround service for Global Payroll orders or orders which include Global Payroll will be suspended until the bulk of the Payroll orders are shipped. Any orders including a one-day charge will be billed excluding the charge. Three day turnaround standards will be maintained. We recommend that you do not mix Payroll and other software on the same order. We would like to take the opportunity to remind resellers that only one delivery charge applies to orders received together for shipment to the same address.

A new Rates file is scheduled to be released with the changes but this will depend on the contents of the Budget.

PREPARATION FOR END OF YEAR 1997-98

There are a number of key points in the end of year cycle:

- Final calculation run of the Tax year 1997/98
- End of Tax year 1997/98 (effected by closing the final period of the year)
- First Calculation run of the Tax year 1998/99
- Production of the End-of-year returns for the Tax year 1997/98

The end of Tax year (close period) can be run at any time between the final Calculation run of the Tax year 1997/98 and the first Calculation run of the Tax year 1998/99.

The following actions must be completed prior to closing final period of the 1997/98 Tax year:

- Apply the Global Payroll Autozap PR-6.4-66, now available. The Autozap contains two repackaged programs related to the End-of-year processing to facilitate 1998-99 changes.
- Check the pension scheme Contracted-out certificate numbers. This number issued by the Contracted-out Employment Group (COEG) should be of the format "SnnnnnnnX" (the letter "S" followed by a seven digit number and an alphabetic character). If the pension scheme is not Contracted-out under the COEG rules then the number should be set to spaces. The number should not be confused with the Employer Contracted-out certificate number which is of the format "EnnnnnnnnX".

One of the following actions must be taken prior to production of End-of-year returns for the Tax year 1997/98:

- Either reinstall Payroll 6.4 with a regeneration generated after the 19th March 1998; or
- Apply repackages contained in library P.PR98 available from the Bulletin Board after 19th March 1998; or
- Apply Autozap run 7080 which is due for distribution during April 1998.