

# Accentra Primo Payroll

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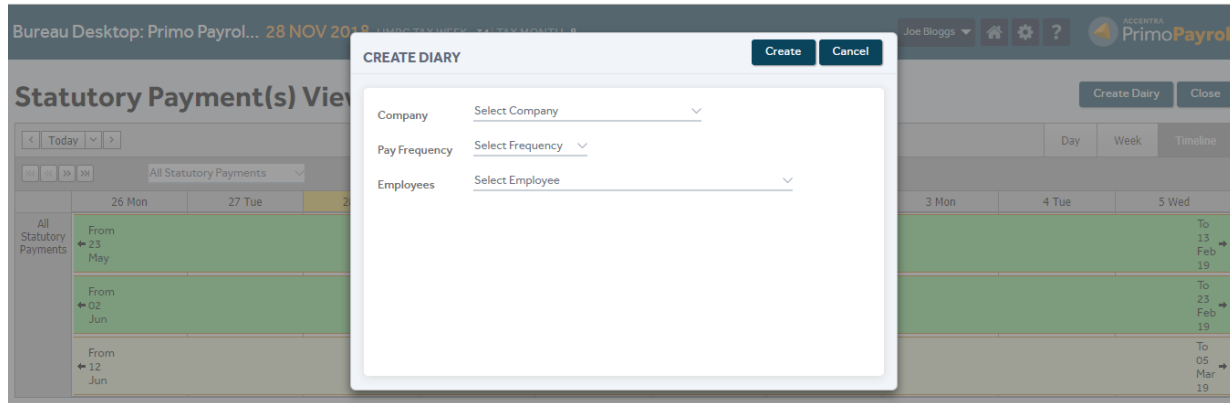
## I ENHANCEMENTS

### I.1 PAYROLL JOURNAL REPORT IN REPORT SET (RP-1001)

**Bureau:** The bureau user will be able to add the 'Payroll Journal Report' in the report set which can be emailed to their clients.

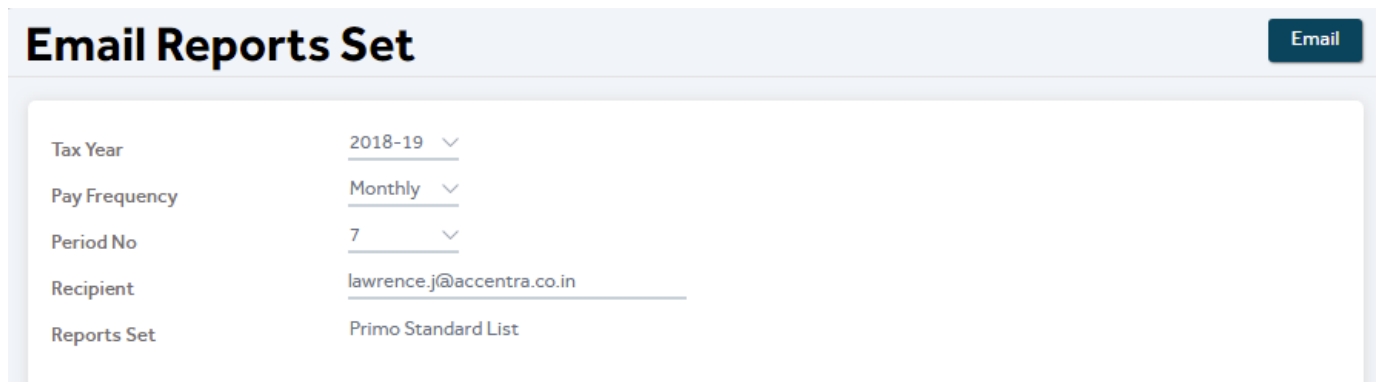
### I.2 STATUTORY PAYMENT(S) VIEWER – CREATE A NEW STATUTORY DIARY (RP-1002)

The user will now be able to create a new statutory payment from the 'Statutory payments viewer' screen itself.



### I.3 RESEND REPORTS SET TO ANY PERIOD (RP-1012)

**Bureau:** Payroll Company → Employee list screen → Payslips → Reports dropdown → Email Reports Set



The user can use this option to send/re-send the reports set to the employer. Select the required period for which the reports set needs to be emailed and use a semi-colon to separate the email addresses for multiple recipients. If the current period's reports set is sent from here, then it will disappear from the bureau Notifications → Email reports.

### I.4 PAYMENT AFTER LEAVING – PENSION WARNING (RP-1013)

When a payment is initiated for a leaver (i.e. Payment after leaving) who has been categorised as an Eligible Jobholder, the program will ask the user if pension contributions needs to be calculated for this payment.

- If the user selects 'Yes', then the program will deduct the pension contribution. Note: It is the user's responsibility to upload the pension contributions manually on to the pension provider's portal as the program will not do it automatically.

- If the user selects 'No', the program will ignore the pension deduction and process the payment alone. An activity log will be created in the AE section of the employee record.

## **I.5 EMPLOYEE RECORD – PENSION SCHEME HELP TEXT (RP-1016)**

Employee Record → Pension → Pension Scheme → Help text

When the user tries to edit the pension scheme which was automatically assigned by the program as part of the Auto-Enrolment process, the program will not allow to edit the pension scheme. So a help text has been added to let the user know that the pension scheme is not editable as the pension scheme was automatically assigned by the program due to the employee being auto-enrolled or Opted-in.

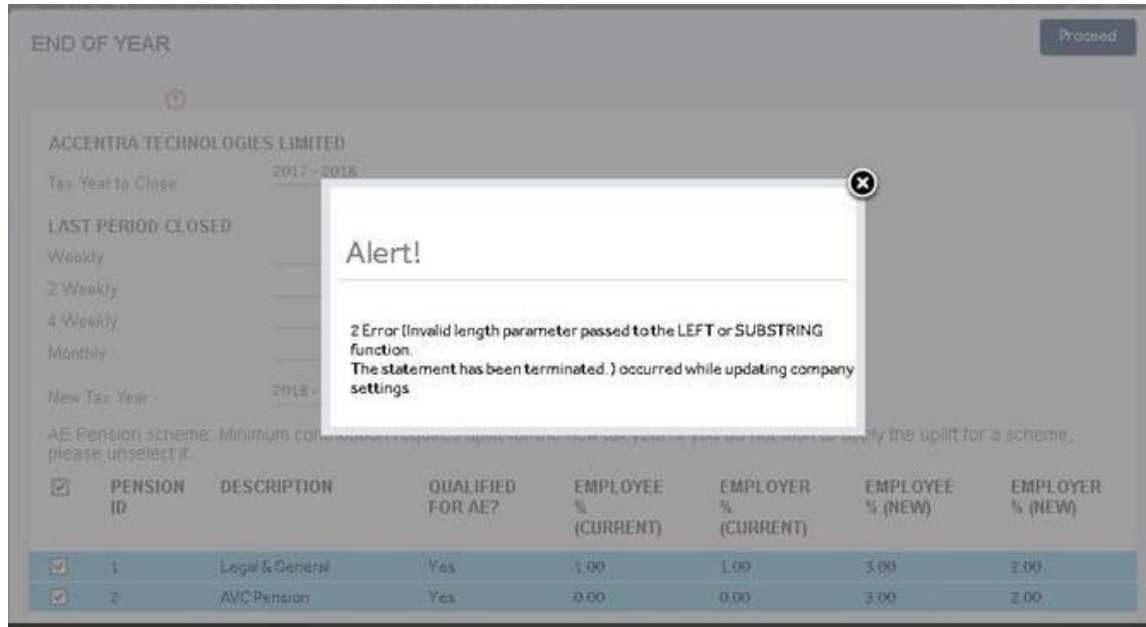
## **I.6 RESTRICTED EMPLOYER – PAYSLEIPS (RP-1028)**

The restricted employer login now has the ability to sort the payslips when printing them.

## 2 CLEAN-UP'S

### 2.1 EOY FAILING WHEN EMERGENCY TAX CODE IN COMPANY SETTINGS IS BLANK (RP-832)

In the EOY process, if the Emergency Tax Code is blank in the company settings, then the below error would pop-up which has now been corrected. The program will skip the validation for this field during EOY.



### 2.2 EMPLOYEE RECORD – URL ENCRYPTION (RP-1009)

If an employee record is opened from the Employee List Screen, then the employee's ID gets displayed in the URL, which has now been encrypted.

### 3 SUPPORT

We welcome any suggestions for improvement of the software. Please email to the below mentioned email.

Please email support team: [Support@accentra.co.uk](mailto:Support@accentra.co.uk) before you call. This will generate response ticket and allow our team to respond promptly. Always refer your Payroll company ID and contact details in the email.

You can call for any support to  
PRIMO Payroll support team

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