

# Accentra Primo Payroll

## December 2020 Release Notes

### v1.0.423



Accentra Technologies Limited  
Warnford Court  
29 Throgmorton Street  
London, EC2N 2AT

#### **Confidential**

The contents of this document are strictly confidential. No part of the contents of this document may be reproduced or transmitted in any form or by any means without the written permission of Accentra Technologies Limited.

#### **Disclaimer**

While all reasonable efforts have been taken to assure the accuracy and correctness of this manual and software, Accentra does not assume any liability whatsoever directly or indirectly for any errors or omissions and for its suitability for any specific purpose. The content of this document and software may change without notice and without any commitment on the part of Accentra.

---

## Contents

1	ENHANCEMENTS .....	3
1.1	Client Rules - Salary Payments .....	3
1.2	Opt-Out After Being Paid .....	3
1.3	P6/P9 Notice Enhancement .....	4
1.4	Holiday Pay Statement Report .....	4
1.5	Auto-Enrolment Communication Emails .....	5
1.6	Stipe Payment Gateway - Enhancement .....	5
1.7	Password Protected Payslips .....	5
1.8	Holiday Pay Accrued YTD - Payslip .....	6
2	SUPPORT .....	7

## I ENHANCEMENTS

### I.1 Client Rules - Salary Payments

The 'Salary Payments' section has been provided with 3 options as below.

1. None - The company will not be included in the count shown under the notification list
2. Employer - The payment file will be emailed to the Employer
3. Bureau - The bureau users will be able to generate and download the Payment file.

The screenshot shows the 'PROCESSING RULES' configuration interface. The 'Client Rules' tab is selected. Under the 'Salary Payments' section, the 'Who is responsible for Salary Payments?' dropdown menu is open, showing three options: 'None', 'Employer', and 'Bureau'. The dropdown is highlighted with a red box. Other settings include 'Require Client Authorisation for Payroll Inputs?' (Yes), 'Payroll Inputs Method' (Manual Input), 'Auto-email blank Input form to employer every period?' (No), 'Payslip Distribution Method' (Select), 'Auto Generate Standard Reports?' (No), 'Standard Report Collection to send' (Select), 'Compress the Reports into a single file?' (No), 'Password protect the compressed file?' (No), 'Enable Employer Access to Payroll?' (No), 'Employer Portal Type' (Select), and 'Enable Employee Portal (Leavers)?' (No). A 'Save' button is visible in the top right corner.

### I.2 Opt-Out After Being Paid

When an employee opts-out after being paid in a pay period, the program will now force the user to re-process the payroll of the employee in that pay period. This is to ensure that the pension refund is processed within the same pay period as the opt-out.

### I.3 P6/P9 Notice Enhancement

The user can now update the 'P45 figures' of the employees along with the tax codes changes provided by the HMRC. The user should tick the option 'Update P45 figures' as shown below if they wish to update the P45 figures along with the tax code changes.

**PRIMO PAYROLL** Search list  Update P45 figures?  Skip Un-Matched Update Export

Page 1 of 3 (36 items) [1] 2 3

NAME	NI NUMBER	TAX CODE	NEW NI NUMBER	PREVIOUS PAY	PREVIOUS TAX	NEW TAX CODE
Acentric Acetabulum		1060L		0.00	0.00	1125N
Abraam Abridge		1060L		0.00	0.00	1250T
Eefffggghhh Exclusive		1060L		0.00	0.00	BR
Eeffgghhii Essential		1060L		0.00	0.00	1250T
Erbium Escalator		1060L		0.00	0.00	CK471
Endeavour Energy		1060L		2,654.00	412.17	C990L
Abbreviate Abide		1060L		2,200.00	315.04	1250L
Abacus Abase		1060L		1,500.00	287.31	CBR

Primo Payroll (ID: 1911) 29 OCT 2020 HMRC TAX WEEK 30 TAX MONTH 8 Joe Bloggs Home Settings Download **ACCENTRA PrimoPayroll**

**P6/P9 Update** Search list  Update P45 figures?  Skip Un-Matched Skip Update Export Close

Last Notification Number P6/P9:3891/3926

Page 1 of 3 (58 items) [1] 2 3

<input type="checkbox"/>	TYPE	PAYROLL ID	NAME	NI NUMBER	TAX CODE	NEW TAX CODE	TAX BASIS	EFFECTIVE DATE	ISSUE DATE	SEQ. NO.
Status: Employee Found										
<input type="checkbox"/>	P6	865-OS1	Acentric Acetabulum	1060L	1125N	1125N	W1/M1	18/05/2020	02/05/2020	3889
<input type="checkbox"/>	P6	465-AT9	Abraam Abridge	1060L	1250T	1250T	W1/M1	18/05/2020	02/05/2020	3890
<input type="checkbox"/>	P6	EXC/1	Eefffggghhh Exclusive	1060L	BR	BR	Cumulative	18/05/2020	02/05/2020	3898
<input type="checkbox"/>	P6	ESS/1	Eeffgghhii Essential	1060L	1250T	1250T	Cumulative	18/05/2020	02/05/2020	3897

### I.4 Holiday Pay Statement Report

An option to include the 'Leavers' has been added to the Holiday Pay Statement as shown below. *Employee Screen* → *Reports* → *Holiday Pay Statement Report*

**HOLIDAY PAY STATEMENT** Monthly  Accrued by number of hours worked (hr)  Include Leavers?  Search list

Page 1 of 6 (109 items) [1] 2 3 4 5 6

PAYROLL ID	FORENAMES	SURNAME	FREQUEN...	OPENING BALANCE	ACCRUED	PAID	BALANCE
54643	Rishi	Ket	Monthly	£0.00	£760.41	£0.00	£760.41
54644	Rosy	Carl	Monthly	£0.00	£1,548.96	£0.00	£1,548.96
55285	Jessica	Miramis	Monthly	£0.00	£1,830.64	£0.00	£1,830.64

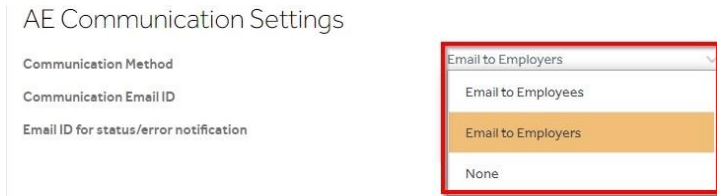
### 1.5 Auto-Enrolment Communication Emails

An option to email the AE Assessment & Postponement communications to the employer has been added in the AE Communication Method.

**Email to Employees** - The program will email the relevant letters to the employees. The email address specified within each employee record will be used.

**Email to Employer** - The program will email the relevant letters to the employer. The email address specified in the 'Communication Email ID' will be used.

**None** - The program will not send any email.



### 1.6 Stripe Payment Gateway - Enhancement

For clients using the Stripe Payment Gateway; if the user intends to add a new payment card, they'll be redirected to the Stripe portal where they can add the new payment card. The Primo portal will get logged off during this process and the user is required to login again.

### 1.7 Password Protected Payslips

A new option to protect the payslips with a password has been provided. If the user wants to send the payslips to their employers or employees protected with a password, they can enable the 'Protect with password' and then download the pdf file.

The payslips will be downloaded as a compressed (zip) file with individual pdf for each employee. The default password for the zip file will be the Employer's PAYE Reference.

For individual Payslips, the employee's NI number will be used as the default password. If the NI Number is missing in the employee record, the program will use the employee's portal password (if portal access is enabled), else it will use the employee's date of birth in the format DDMMYYYY.

## Payslip Download As PDF

Tax Year: 2020-21 ▼ To 2020-21 ▼

Pay Frequency: Monthly ▼

Tax Period: 1 To 9 ▼ Report Period: 1/2020 To 9/2020

Sort By: Payroll No ▼

Branch: Select Branch ▼

Department: Select Department ▼

Job Category: Select Job Category ▼

Protect with password?  ?

<input type="checkbox"/>	PAYROLL NUMBER	FORENAMES	SURNAME
<input type="checkbox"/>	59695	Harish	Krish
<input type="checkbox"/>	59696	Janu	Ajay

### 1.8 Holiday Pay Accrued YTD - Payslip

Holiday Accrual Facility - using the holiday accrual method 'Accrued by number of hours worked'; the payslip did not populate the YTD figure when a payment code not subjected to 'Holiday Pay' was used alone to pay the employee. This has been fixed now and the holiday pay YTD will be shown on the payslip.

**Note:** As there have been few design changes on the portal, press (Ctrl + Shift + R) to update your cache to the latest version when you login to the portal to avoid any loading/freezing issues.

## 2 SUPPORT

We welcome any suggestions for improvements to the software. Please send an email to the below mentioned email address if you have any feedback or suggestions.

If you are experiencing any issues with the software please email the support team at [support@accentra.co.uk](mailto:support@accentra.co.uk) before you call. This will generate a support ticket and allow our team to respond promptly. Please include your Payroll Company ID and contact details in the email.

Primo Umbrella Support Team

Accentra Technologies Limited

Warnford Court

29 Throgmorton Street

London

EC2N 2AT, U.K.

Phone: 0845 456 7181

[www.accentra.co.uk](http://www.accentra.co.uk)

