

Accentra Primo Payroll

April 2020 EOY Release Notes v1.4



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Table of Contents

1	Preparing for EOY	3
1.1	Upgrade to Version 2020	3
1.2	When Should I Complete Year End?	3
2	Processing EOY	4
2.1	Before EOY Checklist	4
2.2	Ending the Year	4
2.3	After EOY Checklist	5
2.4	Post EOY Responsibilities	5
3	April 2020 Statutory Changes	6
3.1	Tax Bands & Emergency Tax Code	6
3.2	New National Insurance Bands	7
3.3	National Insurance Rates	7
3.4	Statutory Sick Pay Rate (SSP)	8
3.5	Statutory Maternity Pay & Recovery Rates (SMP)	8
3.6	Statutory Paternity Pay & Recovery Rates (SPP)	9
3.7	Statutory Adoption Pay & Recovery Rates (SAP)	9
3.8	Statutory Parental Bereavement Pay (SPBP)	10
3.9	Student/Postgraduate Loans & Others	11
3.10	Auto Enrolment Thresholds	11
3.11	National Minimum Wage	12
3.12	Employment Allowance	12
3.13	EPS Submission	12
3.14	Car Benefits	13
3.15	IR35 Off Payroll Working	13
4	Final RTI Submission & P60	14
4.1	Final Full Payment Submission	14
4.2	Final Employer Payment Summary	14
4.3	Issuing P60 Certificates	15
5	Other Information	16
5.1	Changes to PensionSync	16
5.2	Statutory Sick Pay – COVID-19	18
5.3	HMRC Gateway Password Rules	18
	Support	19

I PREPARING FOR EOY

I.1 UPGRADE TO VERSION 2020

Primo Payroll will be upgraded by us to the correct version for the new tax year without the need for physical updates.

I.2 WHEN SHOULD I COMPLETE YEAR END?

As soon as you've finished with the last period of the year, you can end the year and proceed with payroll processing for the new year without having to print P60s. These can be printed from the program at any time before the deadline.

2 PROCESSING EOY

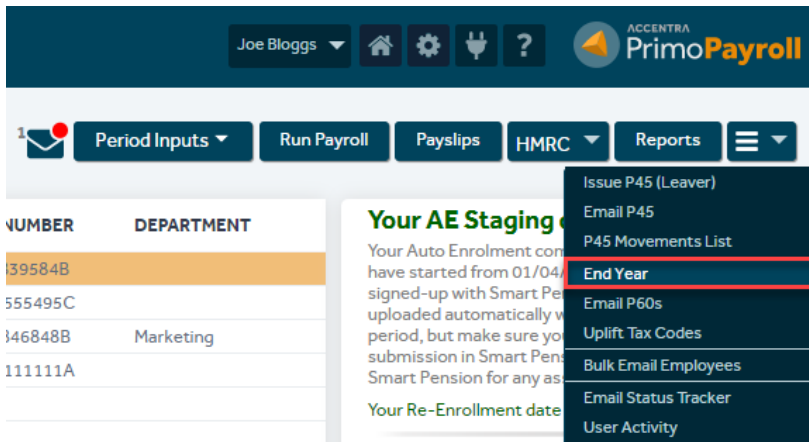
2.1 BEFORE EOY CHECKLIST

- Complete Payroll Processing for the last period of the year 2019-20
- Complete the Final FPS (refer to section 4.1 for further information)
- Closed the period
- If you run more than one payroll frequency, make sure the above steps are completed for all the frequencies

Final EPS: You do not have to submit your final EPS before the year end as this can be done after commencing the new year in the same way that the P60s are printed. The EPS MUST be submitted by 19th April.

2.2 ENDING THE YEAR

- Once you've closed the last period of the tax year, the program will ask if you wish to process week 53 (for weekly), week 54 (for 2- weekly) & week 56 (for 4-weekly) pay frequencies.
- Click 'Yes' if you wish to process this additional period. Once you have processed the payroll and closed the period, the program will then move to 'Period 0' from where you need to do the End of Year.
- Open the 'More' menu on the far right of the screen and click 'End Year'.



Note: If you run a Bureau Company, then you can also perform this action from by going to Notifications -> Payroll Tasks -> End of Year. This will take you to the company for which you need to end the year.

- The program will display the details relevant to the company.
- When the details have been verified, click proceed and the program will perform the year end. A message will then appear to confirm that the year-end procedure has been completed successfully.
- **There will be no need to uplift tax codes this year.**

END OF YEAR ?
Proceed

ABC TECHNOLOGIES LIMITED

Tax Year to Close 2019 - 2020

LAST PERIOD CLOSED

Weekly N/A

2 Weekly N/A

4 Weekly N/A

Monthly 12

New Tax Year 2020 - 2021

NOTE:

a) HMRC settings will be upgraded to the new tax year settings.

b) AE contribution percentages remains the same as the previous tax year. Hence no uplift required

- Employee: 5%
- Employer: 3%

c) There is no Tax Code uplift for 2020-21

2.3 AFTER EOY CHECKLIST

After the year end is complete, it is very important that you check and ensure that the following screens have been updated correctly in your payroll data.

- Tax Bands screen should display the bandwidths described in section [3.1](#)
- NI Bands Screen should display the bandwidths described in section [3.2](#)
- SSP Rates Screen should show the new value as described in section [3.4](#)
- SMP/SPP/SAP/SPBP Parameters should show the new values as described in section [3.5](#), [3.6](#), [3.7](#) & [3.8](#)
- Student & Postgraduate Loan & others as described in section [3.9](#)
- Auto Enrolment thresholds should show the new values as described in section [3.10](#)

Important: If for some reason, any of the above changes have not come into effect, we recommend that you contact us immediately by emailing support@accentra.co.uk.

2.4 POST EOY RESPONSIBILITIES

- Complete Final Employment Payment Summary submission. Refer to section 4.2 for further information.
- Issue P60 Tax Certificate to your employees. Click on the Reports button at the top right of the screen, select the option for P60 Single Sheet under Year End Reports. Make sure that the correct Year Option has been selected before emailing or printing.

P60 Single Sheet
Email ☰

Tax Year 2019-20

Pay Frequency Monthly

<input checked="" type="checkbox"/>	ID	FORENAMES	SURNAME
<input checked="" type="checkbox"/>	906226	Mathan	Karthi
<input checked="" type="checkbox"/>	906227	Vijay	Ragav
<input checked="" type="checkbox"/>	906228	Yasic	Yuvan
<input checked="" type="checkbox"/>	906229	Vino	Mohan
<input checked="" type="checkbox"/>	906230	Mano	Bala
<input checked="" type="checkbox"/>	906546	Jai	Krish

3 APRIL 2020 STATUTORY CHANGES

3.1 TAX BANDS & EMERGENCY TAX CODE

There is no change to tax bands or the emergency tax code this year. After the EOY, the tax band screen should read as below.

Settings -> HMRC Settings -> Tax Bands

For England & Northern Ireland

TAX BANDS				
Current Tax Year [2020 - 2021]		England & Northern Ireland		
BANDWIDTH	FROM	TO	RATE%	BASIC RATE?
37500.00	0.00	37500.00	20.00	<input checked="" type="checkbox"/>
150000.00	37501.00	150000.00	40.00	<input type="checkbox"/>
99999999.00	150000.01	99999999.00	45.00	<input type="checkbox"/>

For Wales

TAX BANDS				
Current Tax Year [2020 - 2021]		Wales		
BANDWIDTH	FROM	TO	RATE%	BASIC RATE?
37500.00	0.00	37500.00	20.00	<input checked="" type="checkbox"/>
150000.00	37501.00	150000.00	40.00	<input type="checkbox"/>
99999999.00	150000.01	99999999.00	45.00	<input type="checkbox"/>

For Scotland

TAX BANDS				
Current Tax Year [2020 - 2021]		Scotland		
BANDWIDTH	FROM	TO	RATE%	BASIC RATE?
2049.00	0.00	2049.00	19.00	<input type="checkbox"/>
12444.00	2050.00	12444.00	20.00	<input checked="" type="checkbox"/>
30930.00	12445.00	30930.00	21.00	<input type="checkbox"/>
150000.00	30931.00	150000.00	41.00	<input type="checkbox"/>
99999999.00	150000.01	99999999.00	46.00	<input type="checkbox"/>

Following recent Scottish Parliamentary approval, updated Scottish income tax thresholds will become operative from 11 May 2020.

Income Tax Rates – Scotland - 2020-21 rates to be used from 11th May:

Band Name	Bands	Rate
Starter Rate	1-2,085	19%
Basic Rate	2,086-12,658	20%
Intermediate Rate	12,659-30,930	21%
Higher Rate	30,931-150,000	41%
Top Rate	150,001 and above	46%

3.2 NEW NATIONAL INSURANCE BANDS

After the year end, the annual NI Bands should read as below.

Settings -> HMRC Settings -> NI Bands and Rates -> Band Widths

NI BANDS & RATES		Current Tax Year [2020 - 2021] ▾		
Categories		Band Widths	Rates	
BAND DESCRIPTION		WEEKLY	MONTHLY	ANNUAL
1	Lower Earnings Limit	120.00	520.00	6240.00
2	Secondary Threshold	169.00	732.00	8788.00
3	Primary Threshold	183.00	792.00	9500.00
4	Upper Secondary Threshold (Under 21)	962.00	4167.00	50000.00
5	Apprentice Upper Secondary Threshold (Under 25)	962.00	4167.00	50000.00
6	Upper Earnings Limit	962.00	4167.00	50000.00

3.3 NATIONAL INSURANCE RATES

There is no change to NI rates this year. After the EOY, the National Insurance rates should read as below.

Settings -> HMRC Settings -> NI Bands and Rates -> Rates

NI BANDS & RATES		Current Tax Year [2020 - 2021] ▾													
Categories		Band Widths	Rates												
		EMPLOYEE %							EMPLOYER %						
Category	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band A	Band B	Band C	Band D	Band E	Band F	Band G	
A	0.00	0.00	12.00	12.00	2.00	0.00	0.00	0.00	0.00	0.00	13.80	13.80	0.00	0.00	
B	0.00	0.00	5.85	5.85	2.00	0.00	0.00	0.00	0.00	0.00	13.80	13.80	0.00	0.00	
C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13.80	13.80	0.00	0.00	
H	0.00	0.00	12.00	12.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	13.80	13.80	0.00	
J	0.00	0.00	2.00	2.00	2.00	0.00	0.00	0.00	0.00	0.00	13.80	13.80	0.00	0.00	
M	0.00	0.00	12.00	12.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	13.80	13.80	0.00	
Z	0.00	0.00	2.00	2.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	13.80	13.80	0.00	

3.4 STATUTORY SICK PAY RATE (SSP)

The weekly SSP rate increases from £94.25 to £95.85

SSP SETTINGS Current Tax Year [2020 - 2021]			
TAX YEAR	DATE EFFECTIVE	THRESHOLD	SSP RATE
1 2020-2021	06/04/2020	120.00	95.85

SSP DAYS & LIMITS	
No. of Waiting Days	3
Linkage Period (days)	56
Max. Weeks SSP Payable	28
Week of 'Transfer Form'	23
Max. Age for SSP	65

3.5 STATUTORY MATERNITY PAY & RECOVERY RATES (SMP)

The weekly SMP rate increases from £148.68 to £151.20

SMP SPP & OTHERS Current Tax Year [2020 - 2021]				
Maternity Pay (SMP)	Paternity Pay (SPP)	Adoption Pay (SAP)	Parental Bereavement Pay (SPBP)	Others
STANDARD RATE				
Rate Payable (Pounds)		151.20		
Max. Weeks Payable		33		
EARNINGS RELATED RATE				
Rate Payable (%)		90.00		
Max. Weeks Payable		6		
OTHERS				
Amount Recoverable by the Non-SER Employer %		92.00		
Amount Recoverable by SER Employer %		103.00		
NIC Compensation Rate For SER Employer %		3.00		
Maximum KIT Days Allowed		10		

3.6 STATUTORY PATERNITY PAY & RECOVERY RATES (SPP)

The weekly SPP rate increases from £148.68 to £151.20

SMP SPP & OTHERS		Current Tax Year [2020 - 2021]		
Maternity Pay (SMP)	Paternity Pay (SPP)	Adoption Pay (SAP)	Parental Bereavement Pay (SPBP)	Others
STANDARD RATE				
Rate Payable (Pounds)		151.20		
Max.Weeks Payable		2		
EARNINGS RELATED RATE				
Rate Payable (%)		90.00		
OTHERS				
Amount Recoverable by the Non-SER Employer %		92.00		
Amount Recoverable by SER Employer %		103.00		
NIC Compensation Rate For SER Employer %		3.00		
Maximum KIT Days Allowed		10		

3.7 STATUTORY ADOPTION PAY & RECOVERY RATES (SAP)

The weekly SAP rate increases from £148.68 to £151.20

SMP SPP & OTHERS		Current Tax Year [2020 - 2021]		
Maternity Pay (SMP)	Paternity Pay (SPP)	Adoption Pay (SAP)	Parental Bereavement Pay (SPBP)	Others
STANDARD RATE				
Rate Payable (Pounds)		151.20		
Max.Weeks Payable		39		
EARNINGS RELATED RATE				
Rate Payable (%)		90.00		
RECOVERY				
Amount Recoverable by the Non-SER Employer %		92.00		
Amount Recoverable by SER Employer %		103.00		
NIC Compensation Rate For SER Employer %		3.00		

3.8 STATUTORY PARENTAL BEREAVEMENT PAY (SPBP)

The Parental Bereavement Leave and Pay Regulations, which will be known as Jack’s Law in memory of Jack Herd whose mother Lucy campaigned tirelessly on the issue, will implement a statutory right to a minimum of 2 weeks’ leave for all employed parents if they lose a child under the age of 18, or suffer a stillbirth from 24 weeks of pregnancy, irrespective of how long they have worked for their employer.

Parents will be able to take the leave as either a single block of 2 weeks, or as 2 separate blocks of one week each taken at different times across the first year after their child’s death. This means they can match their leave to the times they need it most, which could be in the early days or over the first anniversary.

The weekly rate is £151.20 or 90% of the employee’s average weekly earnings, whichever is lower.

SMP SPP & OTHERS Current Tax Year [2020 - 2021] ▾

Maternity Pay (SMP)	Paternity Pay (SPP)	Adoption Pay (SAP)	Parental Bereavement Pay (SPBP)	Others
STANDARD RATE				
Rate Payable (Pounds)		151.20		
Max.Weeks Payable		2		
EARNINGS RELATED RATE				
Rate Payable (%)		90.00		
RECOVERY				
Amount Recoverable by the Non-SER Employer %		92.00		
Amount Recoverable by SER Employer %		103.00		
NIC Compensation Rate For SER Employer %		3.00		

How to Process

Employers must check the employee’s eligibility for SPBP and collect all necessary supporting documentation. They’ll then need to manually calculate the amount owed to the employee. That value should then be manually entered in the payslip entry screen for that employee. Note: SPBP cannot be paid at the same time as any other statutory payment.

You can read more about SPBP [here](#).

Payslip Entry Arjun Aaraav - 907124 ▾

Payments

DESCRIPTION	RATE	UNITS	AMOUNT
Basic Pay			1000.00
OT Single	1.00	0.00	0.00
OT Time+Half	1.50	0.00	0.00
OT Double	2.00	0.00	0.00
OT Undefined	0.00	0.00	0.00
OT Undefined	0.00	0.00	0.00
Absence Deduction	-1.00	0.00	0.00
SSP (Sick Pay)			0.00
SMP (Maternity Pay)			0.00
SAP (Adoption Pay)			0.00
SPBP (Parental Bereavement Pay)			60.00
TOTAL PAYMENTS			1,060.00

Reports

All relevant reports will be updated to show SPBP (control report, payslips etc.). The EPS Submission screen will also be updated.

3.9 STUDENT/POSTGRADUATE LOANS & OTHERS

The student loan Type 1 threshold increases from £18,935 to £19,390. The Type 2 threshold increases from £25,725 to £26,575 and the Postgraduate loan threshold is maintained at £21,000. All rates remain the same. The Apprenticeship Levy allowance and rate also remain the same.

SMP SPP & OTHERS				
Current Tax Year [2020 - 2021]				
Maternity Pay (SMP)	Paternity Pay (SPP)	Adoption Pay (SAP)	Parental Bereavement Pay (SPBP)	Others
OTHERS				
NI Limits For Small Employer Relief		45000.00		
STUDENT LOAN:		TYPE1	TYPE2	
Student Loan Threshold		19390.00	26575.00	
Student Loan Rate %		9.00	9.00	
POSTGRADUATE LOAN:				
Postgraduate Loan Threshold		21000		
Postgraduate Loan Rate %		6		
EMPLOYMENT ALLOWANCE:				
Employment Allowance limit		4000.00		
APPRENTICESHIP LEVY ALLOWANCE:				
Allowance Limit		15000		
Charge Rate		0.5%		

3.10 AUTO ENROLMENT THRESHOLDS

The lower limit of the qualifying earnings band increases from £6,136 to £6,240. The upper limit remains unchanged at £50,000 while the earnings trigger also stays unchanged at £10,000. Contribution rates do not change.

AE EARNINGS THRESHOLD					
Qualifying Earnings					
Earnings thresholds for the current tax year.					
	WEEKLY	2-WEEKLY	4-WEEKLY	MONTHLY	ANNUAL
Qualifying Earnings Lower Limit	£120	£240	£480	£520	£6,240
Qualifying Earnings Upper Limit	£962	£1,924	£3,847	£4,167	£50,000
AE Earnings Trigger	£192	£384	£768	£833	£10,000

Minimum Contributions		
Minimum contributions for automatic enrolment pensions		
DATE	EMPLOYER MINIMUM CONTRIBUTION	TOTAL MINIMUM CONTRIBUTION
Employer's Staging Date to 05/04/18	1%	2% (Including 1% Staff Contribution)
06/04/18 - 05/04/19	2%	5% (Including 3% Staff Contribution)
06/04/19 Onwards	3%	8% (Including 5% Staff Contribution)

3.11 NATIONAL MINIMUM WAGE

These rates apply from 1st April 2020

Category of worker	Hourly rate
Aged 25 and above (national living wage rate)	£8.72
Aged 21 to 24 inclusive	£8.20
Aged 18 to 20 inclusive	£6.45
Aged under 18 (but above compulsory school leaving age)	£4.55
Apprentices aged under 19	£4.15
Apprentices aged 19 and over, but in the first year of their apprenticeship	£4.15

3.12 EMPLOYMENT ALLOWANCE

The Employment Allowance increases from £3,000 to £4,000.

3.13 EPS SUBMISSION

If you claim for Employment Allowance, you must now state your business sector. You can do so by going to Settings -> Main -> HMRC Settings -> Employer Settings and ticking the appropriate boxes.

The screenshot shows the 'HMRC SETTINGS' interface with the 'Employer Settings' tab selected. The 'Business Sector' section is highlighted with a red box. It contains the following options:

- Agriculture
- Fisheries And Aqua Culture
- Road Transport
- Industrial
- Or
- State AID Rules Do Not Apply

3.14 CAR BENEFITS

From April 2020 onwards HMRC has introduced 2 new pieces of information to be reported back to them as part of FPS when the company provides car benefit to the employee. These fields have been added to the employee record.

- Car Registration Date
- Zero Emissions Mileage

Car Benefit

Car Make ?	CO2 ?	Fuel Type
Car Make	0	Select
Car Registration Date	Car Registration No	Zero Emissions Mileage
02/03/2015	Car Registration No	0
Value	Benefit Cash Equivalent	
0.00	0.00	
Benefit Available From	Benefit Available Till	
dd/mm/yyyy	dd/mm/yyyy	
Free Fuel Cash Equivalent	Free Fuel Benefit Available From	Free Fuel Benefit Available Till
0.00	dd/mm/yyyy	dd/mm/yyyy

3.15 IR35 OFF PAYROLL WORKING

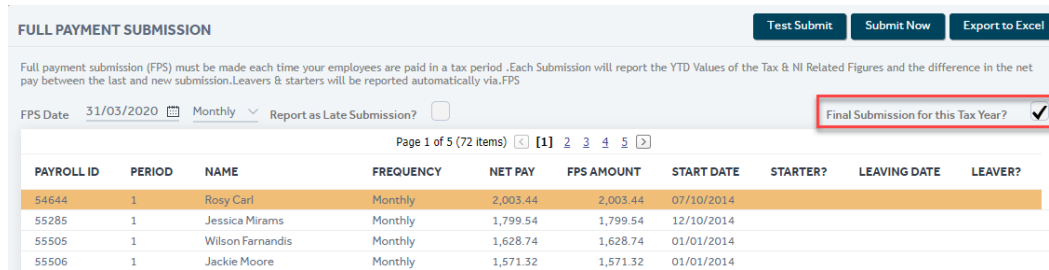
The changes to the off-payroll rules were due to come into effect on 6 April 2020. This has now been delayed until April 2021 because of the spread of the coronavirus (COVID-19) pandemic. The delay is to help businesses and individuals deal with the economic impact of COVID-19.

The delay to the introduction of the changes is not a cancellation.

4 FINAL RTI SUBMISSION & P60

4.1 FINAL FULL PAYMENT SUBMISSION

Employers should notify HMRC when the last payroll has been completed for the tax year by submitting the “Final Full Payment Submission”. This is done by selecting the option “Final Submission for this Tax Year?” that is available on the FPS screen.



When you do the FPS for the last period of the year, the program will automatically select this option. When the submission is done, the program will again ask the user to confirm if this is the final FPS. If an extra period is required for Week 53, Week 54 or Week 56, just click No and the program will clear the box. After the submission of the final FPS the last period can be closed, and the user can move on to the new year by running the End of Year procedure.

4.2 FINAL EMPLOYER PAYMENT SUMMARY

In addition to the Final FPS, employers must submit a final EPS before 19th April to notify HMRC that they have completed all required adjustments/amendments for the tax year that has just ended. The final EPS is the same as the usual EPS you submit but with two differences:

The option “Final Submission for this Tax Year?” must be selected

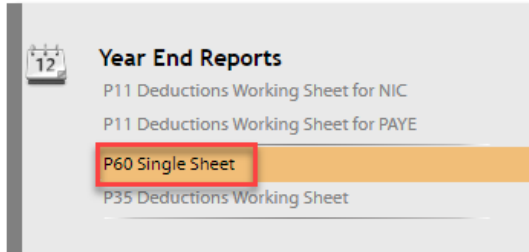
You will be required to complete a declaration form similar to the now obsolete P35 declarations.

- Go to **Payslips -> RTI -> EPS**
- Select the previous (relevant) tax year
- Tick the ‘Final submission for this tax year?’ box
- Calculate & Submit the EPS

Amendment after final FPS/EPS: If there is a change to the payroll data after you have already completed the final FPS/EPS, it is possible to submit another “final” submission simply by sending a further FPS/EPS submission with the “Final Submission for this Year” option ticked.

4.3 ISSUING P60 CERTIFICATES

When it is required to issue the P60s to the employees, this can be done by opening the Reports -> Year End Reports -> P60 Single Sheet.



The screen that follows will allow you to select the following:

- Tax Year
- Pay Frequency
- Range of Employees

The form will be produced by the program, P60 forms are no longer supplied by the Government.

5 OTHER INFORMATION

5.1 CHANGES TO PENSIONSYNC

PensionSync are making some changes to their platform to further simplify your pension management. The new dashboard and features will be launching on the 6th of April 2020.

They will be introducing a charged service for all businesses. This means that if you wish to continue to use Primo to submit data the way you do currently, PensionSync will charge for any automatic data submission.

See the new pricing and FAQs [here](#).

Note: Due to COVID-19 PensionSync are offering a grace period for three months until the 6th of July 2020. If you need that extra time, you can take it with no loss of service and no back-payments owed. Simply hold off on signing up to the new price plan until you are ready to do so.

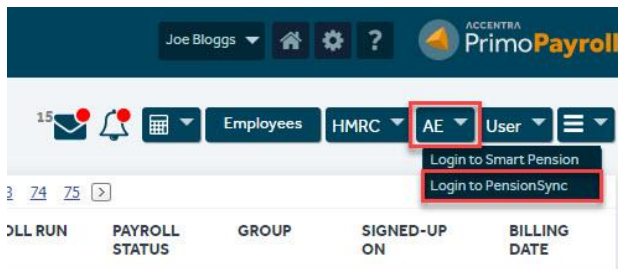
This may apply to you if you use any of the following pension providers:

- The People's Pension
- NEST
- Aviva
- Legal & General
- Now Pensions

If you're happy to continue with the service, you'll need to re-login to PensionSync from your Primo account on or after the 6th of April to update your account's connection with their new portal. You'll also need to adjust your payment details. Below are instructions on how to do so. You'll only need to do this once.

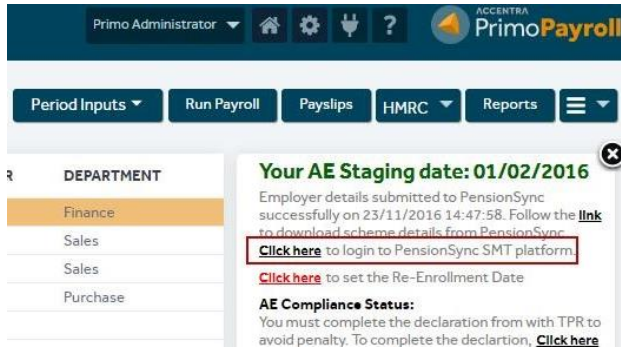
For bureaux & accountants

- On your company list, hover over the AE button.
- Click on the Login to PensionSync option.
- This will redirect you to the relevant screen in the PensionSync portal.



For employers

- Click on the link on the right-hand side of your home screen, underneath your AE Staging date. It reads 'Click here to login to PensionSync SMT Platform.'
- This will redirect you to the relevant screen in the PensionSync portal.



Manual Pension Management

If you don't want to pay for the service you'll have to manually perform the auto-enrolment activities such as opt-in, opt-out/cease memberships, upload pension contributions to your pension provider's portal and make the relevant communications to your employees.

To enable manual pension management:

- Go to Settings -> Auto-Enrolment
- Make sure the Enable Auto Enrolment Feature? and Enable Manual Pension? boxes are both ticked
- You'll find the data you need to manually submit to your pension provider in Reports -> Pension Contribution Report

Auto Enrolment Settings

Enable Auto Enrolment Feature? ?	<input checked="" type="checkbox"/>
Enable Manual Pension? ?	<input checked="" type="checkbox"/>
Regulator Registration Number (TPR)	
Pension Provider ID	Pension Sync
Staging Date	01/02/2016
AF Postponement Days	

5.2 STATUTORY SICK PAY – COVID-19

The steps you take to process SSP within your Primo software remain unchanged. However, eligible workers are now being paid from day 1 of their absence, rather than day 4 so you should enter a Period of Incapacity for Work (PIW) start date that is 3 days before the actual PIW start date to compensate for this. This applies retrospectively from the 13th of March 2020.

If an employee's average weekly pay is nil or insufficient, you can manually enter the required figure to process SSP.

The government has stated that it will work with employers over the coming months to set up a repayment mechanism so the employer can recover SSP costs as soon as possible.

5.3 HMRC GATEWAY PASSWORD RULES

From April 2020, HMRC will be changing its password rules in line with current Security best practice and guidance. The aim is to make it easier for users to set reasonably memorable passwords whilst maintaining integrity and security of data. The change will allow users who wish to do so, to use very strong passwords, whilst not making all users have passwords that they would end up writing down, thus reducing their overall security.

Who's impacted?

- New Users
- Users who decide to change their password
- Users who need to reset their password

HMRC will not force users to change their password and therefore they can continue to use their current password until one of the above situations arise.

The new password rules are;

- Minimum length 10 characters
- Maximum length 128 characters
- Contain ANY UTF-8 character
- Case Sensitive

SUPPORT

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

If you are experiencing any issues with the software please email the support team at 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 Payroll Support Team
Accentra Technologies Limited
Warnford Court
29 Throgmorton Street
London
EC2N 2AT, U.K.
Phone: 0845 456 7181
www.accentra.co.uk

