

Accentra Primo Payroll

EOY 2023-24 Release Notes



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I PREPARING FOR EOY

I.1 UPGRADE TO NEW TAX YEAR 2024-25

Primo Payroll software has been upgraded to the latest version, providing the user with the option to complete the year end.

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 the payroll processing of the New Tax Year. The P60s can be printed from the program at any time before the deadline.

2 PROCESSING EOY

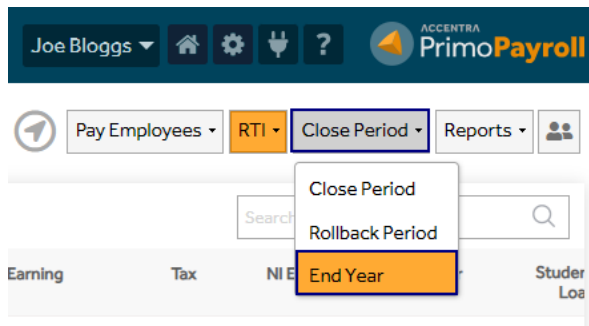
2.1 BEFORE EOY CHECKLIST

- Complete Payroll Processing for the last period of the tax year 2023-24
- Complete the Final FPS (refer to section 4.1 for further information)
- Close 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 final EPS must be submitted on or before the 19th of 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.
- Home screen → P11 list → Close Period dropdown → 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

Cancel

NEw tax 23

Tax Year to Close	2023 - 2024
LAST PERIOD CLOSED	
Weekly	52
2 Weekly	52
4 Weekly	52
Monthly	12
New Tax Year	2024 - 2025

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) Tax Code uplift is not applicable for the tax year 2024-25

2.3 AFTER EOY CHECKLIST

After the year end is complete, the program will update the below settings in Primo Payroll. You may cross-check these if required.

- Tax Bands screen should show the bandwidths described in section 3.1
- NI Categories screen should show the categories described in section 3.2
- NI Bands screen should show the bandwidths described in section 3.3
- NI Rates screen should show the rates described in section 3.4
- SSP Rates Screen should show the new value as described in section 3.5
- SMP/SPP/SAP/SPBP Parameters should show the new values as described in section 3.6, 3.7, 3.8 & 3.9
- Student & Postgraduate Loan & others should show the new values as described in section 3.10
- Auto Enrolment thresholds should show the values as described in section 3.11

Important: If for some reason, any of the above changes have not come into effect, we recommend that you contact us immediately by emailing to 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. Refer section 4.3 for more information on P60.

3 STATUTORY CHANGES

3.1 TAX BANDS & EMERGENCY TAX CODE

The emergency tax code remain the same at **1257L**. 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 [2024 - 2025] England & Northern Ireland

Bandwidth	From	To	Rate%	Basic Rate?
37700.00	0.00	37700.00	20.00	<input checked="" type="checkbox"/>
125140.00	37701.00	125140.00	40.00	<input type="checkbox"/>
99999999.00	125141.00	99999999.00	45.00	<input type="checkbox"/>
Upper (Regulatory) limit %		50.00		
Tax Free Allowance (Annual)		12570.00		

For Scotland

Tax Bands Current Tax Year [2024 - 2025] Scotland

Bandwidth	From	To	Rate%	Basic Rate?
2306.00	0.00	2306.00	19.00	<input type="checkbox"/>
13991.00	2307.00	13991.00	20.00	<input checked="" type="checkbox"/>
31092.00	13992.00	31092.00	21.00	<input type="checkbox"/>
62430.00	31093.00	62430.00	42.00	<input type="checkbox"/>
125140.00	62431.00	125140.00	45.00	<input type="checkbox"/>
99999999.00	125141.00	99999999.00	48.00	<input type="checkbox"/>
Upper (Regulatory) limit %		50.00		
Tax Free Allowance (Annual)		12570.00		

For Wales

Tax Bands Current Tax Year [2024 - 2025] Wales

Bandwidth	From	To	Rate%	Basic Rate?
37700.00	0.00	37700.00	20.00	<input checked="" type="checkbox"/>
125140.00	37701.00	125140.00	40.00	<input type="checkbox"/>
99999999.00	125141.00	99999999.00	45.00	<input type="checkbox"/>
Upper (Regulatory) limit %		50.00		
Tax Free Allowance (Annual)		12570.00		

3.2 NATIONAL INSURANCE CATEGORIES

After the year end, the NI Categories should read as below.

Settings → HMRC Settings → NI Bands and Rates → Categories

NI Bands & Rates Current Tax Year [2024 - 2025] ▾

Categories	Band Widths	Rates
Letter	Description	
A	Standard Rate Contributions	
B	Reduced Rate Contributions	
C	Employer Only Contributions	
D	Investment Zone Deferrment	
E	Investment Zone Reduced Rate Contributions	
F	Freeport Standard Rate Contributions	
H	Not contracted-out standard rate contributions for under 25	
I	Freeport Reduced Rate Contributions	
J	Employer Only Contributions	
K	Investment Zone Over State Pension Age	
L	Freeport Deferrment	
M	Not contracted-out standard rate contributions for under 21	
N	Investment Zone Standard Rate Contributions	
S	Freeport Over State Pension Age	
V	Veteran Standard Rate Contributions	
X	No Contributions	
7	Not contracted-out deferred rate contributions for under 21	

The NI Categories also include the Investment Zone and Freeport NI Letters.

A reduction in the rate of employer NIC's is available for all Investment Zone/Freeport tax site-based businesses i.e. employers located within a prescribed geographic area and only for employees who are working in that area (where the conditions to claim the relief are met). Click [here](#) to know more about employer NICs relief for the Investment Zones and Freeport sites.

3.3 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 [2024 - 2025] ▾

Categories	Band Widths	Rates		
	Band Description	Weekly	Monthly	Annual
1	Lower Earnings Limit	123.00	533.00	6396.00
2	Secondary Threshold	175.00	758.00	9100.00
3	Primary Threshold	242.00	1048.00	12570.00
4	Upper Secondary Threshold (Under 21)	967.00	4189.00	50270.00
5	Apprentice Upper Secondary Threshold (Under 25)	967.00	4189.00	50270.00
6	Upper Earnings Limit	967.00	4189.00	50270.00
7	Veteran Upper Secondary Threshold	967.00	4189.00	50270.00
8	Investment Zone Upper Secondary Threshold	481.00	2083.00	25000.00
9	Freeport Upper Secondary Threshold	481.00	2083.00	25000.00

3.4 NATIONAL INSURANCE RATES

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 [2024 - 2025]

Categories		Band Widths						Rates							
EMPLOYEE %								EMPLOYER %							
Category	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Category	Band A	Band B	Band C	Band D	Band E	Band F	Band G
A	0	0	8	8	2	0	0	A	0	0	0	13.8	13.8	0	0
B	0	0	1.85	1.85	2	0	0	B	0	0	0	13.8	13.8	0	0
C	0	0	0	0	0	0	0	C	0	0	0	13.8	13.8	0	0
D	0	0	0	2	2	2	0	D	0	0	0	0	13.8	13.8	0
E	0	0	0	1.85	1.85	2	0	E	0	0	0	0	13.8	13.8	0
F	0	0	0	8	8	2	0	F	0	0	0	0	13.8	13.8	0
H	0	0	8	8	2	0	0	H	0	0	0	0	13.8	0	0
I	0	0	0	1.85	1.85	2	0	I	0	0	0	0	13.8	13.8	0
J	0	0	2	2	2	0	0	J	0	0	0	13.8	13.8	0	0
K	0	0	0	0	0	0	0	K	0	0	0	0	13.8	13.8	0
L	0	0	0	2	2	2	0	L	0	0	0	0	13.8	13.8	0
M	0	0	8	8	2	0	0	M	0	0	0	0	13.8	0	0

3.5 STATUTORY SICK PAY RATE (SSP)

The weekly SSP rate increases from £109.40 to £116.75.

SSP Settings Current Tax Year [2024 - 2025]

Tax Year	Date Effective	Threshold	SSP Rate
1 2024-2025	06/04/2024	123.00	116.75
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		

3.6 STATUTORY MATERNITY PAY & RECOVERY RATES (SMP)

The weekly SMP rate increases from £172.48 to £184.03.

SMP SPP & Others

Current Tax Year [2024 - 2025] ▼

Maternity Pay (SMP)	Paternity Pay (SPP)	Adoption Pay (SAP)	Parental Bereavement Pay (SPBP)	Others
STANDARD RATE				
Rate Payable (Pounds)		184.03		
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		

3.7 STATUTORY PATERNITY PAY & RECOVERY RATES (SPP)

The weekly SPP rate increases from £172.48 to £184.03.

From the new tax year, the eligible employees can take their Paternity Leave as two non-consecutive weeks within the first 52 weeks of the baby born date or adoption placement date.

SMP SPP & Others

Current Tax Year [2024 - 2025] ▼

Maternity Pay (SMP)	Paternity Pay (SPP)	Adoption Pay (SAP)	Parental Bereavement Pay (SPBP)	Others
STANDARD RATE				
Rate Payable (Pounds)		184.03		
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		

3.8 STATUTORY ADOPTION PAY & RECOVERY RATES (SAP)

The weekly SAP rate increases from £172.48 to £184.03.

SMP SPP & Others

Current Tax Year [2024 - 2025] ▼

Maternity Pay (SMP)	Paternity Pay (SPP)	Adoption Pay (SAP)	Parental Bereavement Pay (SPBP)	Others
STANDARD RATE				
Rate Payable (Pounds)		184.03		
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		

3.9 STATUTORY PARENTAL BEREAVEMENT PAY (SPBP)

The weekly rate is £184.03 or 90% of the employee’s average weekly earnings, whichever is lower.

SMP SPP & Others

Current Tax Year [2024 - 2025] ▼

Maternity Pay (SMP)	Paternity Pay (SPP)	Adoption Pay (SAP)	Parental Bereavement Pay (SPBP)	Others
STANDARD RATE				
Rate Payable (Pounds)		184.03		
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		

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

3.10 STUDENT/POSTGRADUATE LOANS & OTHERS

The student loan Plan Type 1 threshold increases from £22,015 to £24,990. The Plan Type 2 threshold remain the same at £27,295 and the Plan Type 4 threshold increases from £27,660 to £31,395. The student loan deductions remain at 9% recovery rate.

The Postgraduate loan threshold remain at £21,000 and the recovery rate at 6%. The Apprenticeship Levy allowance and its charge rate also remain the same.

SMP SPP & Others

Current Tax Year [2024 - 2025] ▼

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:		TYPE 1	TYPE 2	TYPE 4
Student Loan Threshold		24990.00	27295.00	31395.00
Student Loan Rate %		9.00	9.00	9.00
POSTGRADUATE LOAN:				
Postgraduate Loan Threshold		21000		
Postgraduate Loan Rate %		6		
EMPLOYMENT ALLOWANCE:				
Employment Allowance limit		5000.00		
APPRENTICESHIP LEVY ALLOWANCE:				
Allowance Limit		15000		
Charge Rate		0.5%		

3.11 AUTO ENROLMENT THRESHOLDS

The auto enrolment qualifying earnings threshold and the minimum contribution rates remain unchanged.

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	£967	£1,934	£3,867	£4,189	£50,270
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)

3.12 NATIONAL MINIMUM WAGE

The below rates will apply from 1st April 2024 and the workers aged 21 and over will be entitled to the National Living Wage.

	21 and over	18 to 20	Under 18	Apprentice
April 2024	£11.44	£8.60	£6.40	£6.40

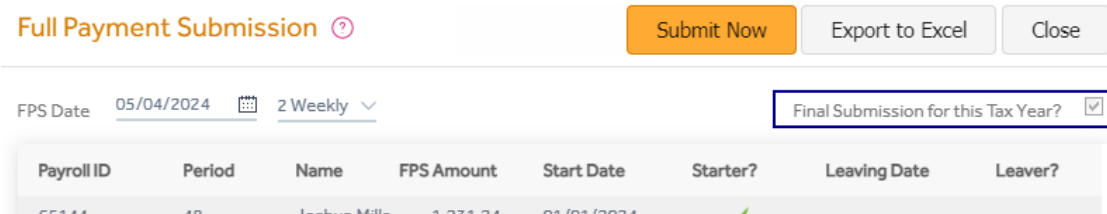
3.13 EMPLOYMENT ALLOWANCE

The Employment Allowance limit remain the same at £5,000.

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 you click 'Submit Now' button, the program will ask you to confirm whether it is the final FPS. Click 'Yes' if this will be your last pay period or click 'No' if you want to process another period such as Week 53, Week 54 or Week 56. After submitting the final FPS, the last period can be closed, and the user can move on to the new tax year after making the End of Year checks as mentioned in section 2.3

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

- Go to **P11 List** → **RTI dropdown** → **EPS**
- Select the previous (relevant) tax year
- Tick the 'Final submission for this tax year?' box
- Click the 'Calculate Due' & then 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

The P60s can be issued to the employees by opening the Reports → Year End Reports → P60 Single Sheet.

Reports

Master List Employee List Employee Record Dormant Employee List Payments/Deductions Pension Schemes Working Pattern List	RTI & Payment Due HMRC Payment Slip PAYE Due Statement (P32 Substitute) P45 Movement List Download FPS Files Download EPS Files Download FY11 Files	Year End Reports P11 Deductions Working Sheet for NIC P11 Deductions Working Sheet for PAYE P60 Single Sheet P35 Deductions Working Sheet
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The P60 Single Sheet will allow you to select the following: Make sure the correct Year Option has is selected before emailing P60s.

- Tax Year
- Pay Frequency
- Include Leavers

P60 Single Sheet

Email ⋮ Close

Tax Year	2023-24	▼	
Pay Frequency	Weekly	▼	
Include Leavers?	<input checked="" type="checkbox"/>		
Substitute Form ?	<input type="checkbox"/>		
Enter text to search...			
<input checked="" type="checkbox"/>	ID	Forenames	Surname
<input checked="" type="checkbox"/>	65142	Eric	Wallace
<input checked="" type="checkbox"/>	65143	Boris	Reid
<input checked="" type="checkbox"/>	65150	Dylan	Wilkins

5 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.

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