

# Accentra Primo Payroll

## September 2019 (R1) Release Notes

### v1.0.333

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# I ENHANCEMENTS

## I.1 PII LIST – NEW FUNCTIONALITY

You're now able to search items in the PII list by typing in the box at the top of each column. There is also the option to send out historic payslips if the employer has been set up for client authorisation. The system will validate the authorisation status for the current period only, not when payslips have been queued for any historic periods.

**Employees -> Payslips -> Dropdown menu -> Email payslips**

Primo Payroll Tutorial Lt... (ID: 594) 19 SEP 2019 HMRC TAX WEEK 24 TAX MONTH 6

Payslips (592) Monthly (77) Current Tax Year All Items Search list

Tax Period: 0 : Period End Date: 05/04/2018

| ACTION                   | PERIOD | DATE       | ID    | FORENAMES | SURNAME   | TAX CODE | NI CATEGORY | EARNING  | TAX    |
|--------------------------|--------|------------|-------|-----------|-----------|----------|-------------|----------|--------|
| <input type="checkbox"/> | 7      | 05/11/2017 | 55285 | Jessica   | Mirams    | 1100L    | A           | 2,166.66 | 245.40 |
| <input type="checkbox"/> | 7      | 05/11/2017 | 55506 | Jackie    | Moore     | 1100L    | C           | 2,013.33 | 219.20 |
| <input type="checkbox"/> | 7      | 05/11/2017 | 55535 | Jan       | Michalski | 1100L    | A           | 304.00   | 0.00   |
| <input type="checkbox"/> | 6      | 05/10/2017 | 55285 | Jessica   | Mirams    | 1100L    | A           | 2,166.66 | 245.60 |
| <input type="checkbox"/> | 6      | 05/10/2017 | 55506 | Jackie    | Moore     | 1100L    | C           | 2,013.33 | 219.20 |
| <input type="checkbox"/> | 6      | 05/10/2017 | 55535 | Jan       | Michalski | 1100L    | A           | 304.00   | 0.00   |
| <input type="checkbox"/> | 5      | 05/09/2017 | 55285 | Jessica   | Mirams    | 1100L    | A           | 2,806.56 | 372.20 |
| <input type="checkbox"/> | 5      | 05/09/2017 | 55506 | Jackie    | Moore     | 1100L    | C           | 2,013.33 | 205.20 |
| <input type="checkbox"/> | 5      | 05/09/2017 | 55535 | Jan       | Michalski | 1100L    | A           | 784.00   | 0.00   |

## I.2 EMPLOYEE RECORD – ATTACHMENT ORDERS

We've added a couple of new columns to the attachment order list when adding a new attachment from the employee's record. You can now see the issuing authority, the protected earnings rate and the type (fixed, variable, or rate), instead of just the code and description.

**Employees -> Payroll ID -> Attachments -> Add New Attachment**

SELECT ATTACHMENT

| CODE | DESCRIPTION                                       | AUTHORITY                   | PROTECTED MINIMUM % | TYPE  |
|------|---|-----------------------------|---------------------|-------|
| A001 | Attachment Of Earnings (AEO)                      | High Court in E&W           |                     | Fixed |
| A002 | Consolidated AE Orders (CAEOS)                    | Country Courts in E&W       |                     | Fixed |
| A003 | AE Order on an Admin Order                        | Country Courts in E&W       |                     | Fixed |
| A004 | Attachment Of Earnings (AEO)                      | Country Courts in E&W       |                     | Fixed |
| A005 | Attachment Of Earnings (AEO)                      | Magistrates' Courts in E&W  |                     | Table |
| A006 | CCAEO (Community Charge) Before 1 Apr 199...      | Local Authorities in E&W    |                     | Table |
| A007 | CCAEO (Community Charge) From 1 Apr 1992 ...      | Local Authorities in E&W    |                     | Table |
| A008 | CTAEO (Council Tax) Before 1 Oct 1998 [Table]     | Local Authorities in E&W    |                     | Table |
| A009 | CTAEO (Council Tax) From 1 Oct 98 to Mar 07[T...  | Local Authorities in E&W    |                     | Table |
| A010 | Deductions From Earnings Order (DEO)              | Child Support Agency in E&W |                     | Fixed |
| A011 | CTAEO (Council Tax) From 1 Apr 2007 [Table]       | Local Authorities in E&W    |                     | Table |
| A012 | User Defined                                      | E&W                         |                     | Fixed |
| A013 | Earnings Arrestment [Table] - Refer A027 for 2... | Sheriff Court in Scotland   |                     | Table |
| A014 | Current Maintenance (CM) [Daily Rate]             | Sheriff Court in Scotland   |                     | Rate  |
| A015 | Current Maintenance Arrestment (CMA) [Dail...     | Sheriff Court in Scotland   |                     | Rate  |

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### 1.3 EMPLOYEE RECORD – APPRENTICES

You can now list an employee as an apprentice and update the relevant apprentice pay rate in settings.

#### Employees -> Payroll ID -> Employment

##### Employment

|   |   |                          |                              |
|---|---|--------------------------|------------------------------|
| Date Joined<br>07/10/2014   | Start Period<br>6   | Pay Frequency<br>Monthly | Work Pattern<br>All Weekdays |
| Payment Method<br>BACS  | Annual Basic<br>22000.00  | Hours/Month<br>34.00     | HourlyRate<br>53.92          |
| Is Apprentice?<br><input checked="" type="radio"/> Yes <input type="radio"/> No | Is this Employee a Director for payroll Purpose?<br><input type="radio"/> Yes <input checked="" type="radio"/> No |                          |                              |
| Branch<br>Manchester Branch   | Department<br>Customer Service  | Job Category<br>Select   |                              |
| Job Description<br>Job Description  |   |                          |                              |

#### Settings -> Main -> HMRC Settings -> Minimum Wage and Holiday Pay

**HMRC SETTINGS**

| Employer Settings                  | RTI Settings | Minimum Wage & Holiday Pay |
|------------------------------------|--------------|----------------------------|
| National Living Wage (25 and over) |              | 8.21 per hour              |
| National Minimum Wage (21 to 24)   |              | 7.7 per hour               |
| National Minimum Wage (18 to 21)   |              | 6.15 per hour              |
| National Minimum Wage (Below 18)   |              | 4.35 per hour              |
| National Minimum Wage (Apprentice) |              | 3.9 per hour               |

### I.4 EMPLOYEE RECORD – JOB DESCRIPTION

You can now enter an employee’s job description in their employee record.

**Employees -> Payroll ID -> Employment**

#### Employment

|  |   |                                       |                                   |
|--|---|---------------------------------------|-----------------------------------|
| Date Joined  | Start Period  | Pay Frequency                         | Work Pattern                      |
| 07/10/2014   | <input type="text"/>  | 6 Monthly <input type="text"/>        | All Weekdays <input type="text"/> |
| Payment Method   | Annual Basic  | Hours/Month                           | HourlyRate                        |
| BACS <input type="text"/>  | 22000.00 <input type="text"/>                                 | 34.00 <input type="text"/>            | 53.92 <input type="text"/>        |
| Is Apprentice?   | Is this Employee a Director for payroll Purpose?              |                                       |                                   |
| <input type="radio"/> Yes <input checked="" type="radio"/> No  | <input type="radio"/> Yes <input checked="" type="radio"/> No |                                       |                                   |
| Branch   | Department  | Job Category                          |                                   |
| Manchester Branch <input type="text"/>   | Customer Service <input type="text"/>                         | Select <input type="text"/>           |                                   |
| <div style="border: 1px solid red; padding: 5px; width: fit-content;">                 Job Description<br/> <input style="width: 100%; height: 20px;" type="text"/> </div> |   |                                       |                                   |
| <input type="button" value="Save"/>  |   | <input type="button" value="Cancel"/> |                                   |

### I.5 COMPANY SUMMARY REPORT

There are now columns for Employee Pension contributions and Employer Pension contributions in the Company Summary Report.

**Employees -> Reports -> Period Reports -> Company Summary**

**Veasons Infotech 9**  
*Company Summary*

Printed On: 18/09/2019 Pay Frequency: Monthly; Period No: 1; Tax Year: 2019-20; Sorted By: Payroll No Page No: 1

| Name                   | Payroll No | Basic Salary    | SSP         | SMP         | SPP         | SAP         | ASPP        | Payments    |             | Deductions    |             | Tax             |                 |               | National Insurance |             |               | Pension       |               | Loan         | Atth.        | Total           | Net Pay         |
|------------------------|------------|-----------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|---------------|-------------|-----------------|-----------------|---------------|--------------------|-------------|---------------|---------------|---------------|--------------|--------------|-----------------|-----------------|
|                        |            |                 |             |             |             |             |             | Before Tax  | After Tax   | Before Tax    | After Tax   | Gross           | Deducted        | Employee      | Employer           | Rebate      | Employee      | Employer      | Student       |              |              |                 |                 |
| Bhaskoh BPKumar        | 58144      | 2,250.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 112.50        | 0.00        | 2,137.50        | 250.00          | 183.72        | 211.28             | 0.00        | 112.50        | 67.50         | 60.00         | 0.00         | 0.00         | 2,250.00        | 1,643.18        |
| Bhaskoh BKumar         | 58145      | 2,333.33        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 116.67        | 0.00        | 2,216.66        | 266.40          | 193.72        | 222.78             | 0.00        | 116.67        | 70.00         | 67.00         | 0.00         | 0.00         | 2,333.33        | 1,689.94        |
| Bjaskoh BKumar         | 58149      | 2,416.66        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 120.84        | 0.00        | 2,295.82        | 282.20          | 203.72        | 234.28             | 0.00        | 120.84        | 72.50         | 75.00         | 39.00        | 0.00         | 2,416.66        | 1,695.90        |
| Bkashoh BKumar         | 58150      | 2,500.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 125.00        | 0.00        | 2,375.00        | 298.00          | 213.72        | 245.78             | 0.00        | 125.00        | 75.00         | 0.00          | 45.00        | 0.00         | 2,500.00        | 1,818.28        |
| <b>Company Summary</b> |            | <b>9,499.99</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>475.01</b> | <b>0.00</b> | <b>9,024.98</b> | <b>1,097.20</b> | <b>794.88</b> | <b>914.12</b>      | <b>0.00</b> | <b>475.01</b> | <b>285.00</b> | <b>202.00</b> | <b>84.00</b> | <b>84.00</b> | <b>9,499.99</b> | <b>6,846.90</b> |

This report does not include YTD adjustments made manually.

|                      |          |
|----------------------|----------|
| Total paid by Cash   | 0.00     |
| Total paid by Cheque | 0.00     |
| Total paid by Bank   | 6,846.90 |

Note: As there have been few design changes on the portal, please press (Ctrl + Shift + R) to update your cache to the latest version when you login to the portal if you’re experiencing continuous loading/freezing issues.

## 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.

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